Employee Portal Multiple Districts/Change District

Employee logs into Employee Portal at https://portal.scoe.org/#/login using prior Portal Access ID (email address).

- Sign in with prior email and password
- If you don’t remember your password click on Forgot password?

Enter the information for your previous district in all fields, must match the employee record in Escape

- Date of Birth: 6 digits 00/00/0000
- Home/Mobile Phone: 10 digits it will format automatically
- Create new password with 12 characters (Special Characters not required, the system doesn't like &, ?, or !)
- Click RESET
• Once logged in go to the top right corner to click on your name

• Click on Settings

• Click on the CHANGE button and update to new email address

• Sign Out

• Go back into portal using new Username and password

• Click SIGN IN

• Choose the CURRENT Cell Number or Email Address to receive the 2-Factor authentication code

• You will now see a screen which displays a dropdown menu for Organization

• Click Organization to choose the District

• SELECT to access new information