

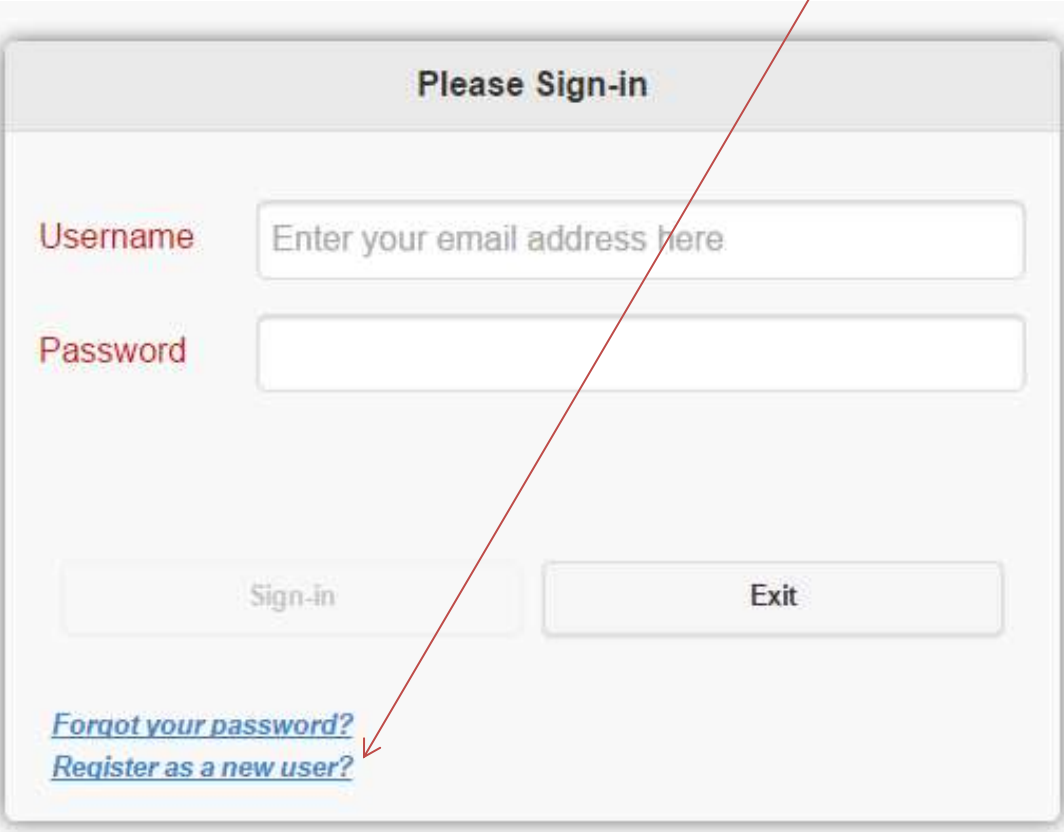
## ESCAPE ONLINE EMPLOYEE PORTAL

### NEW USER REGISTRATION

Enter or copy the following web address into a browser:

<https://escapeportal.placercoe.k12.ca.us>

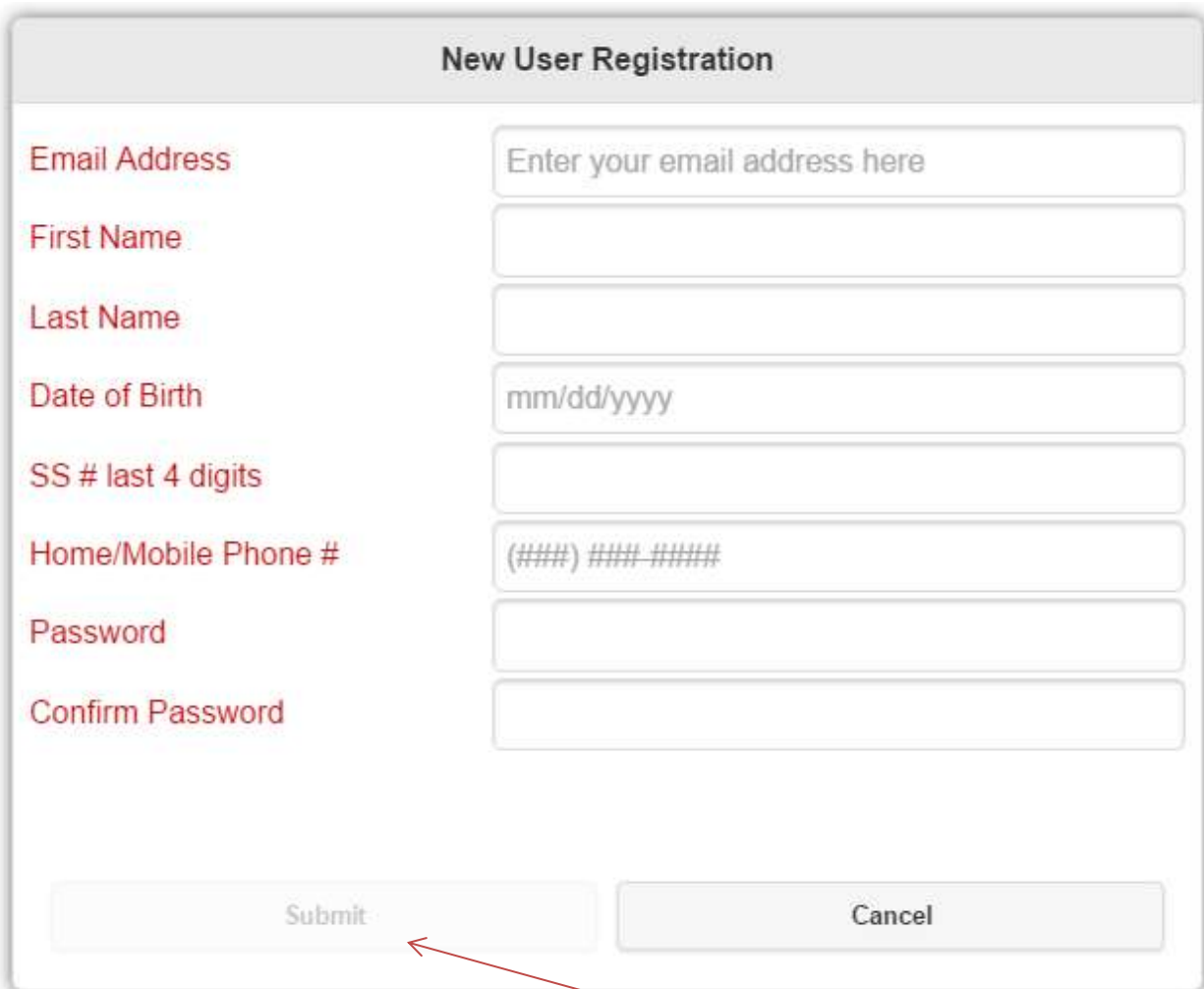
In the **Please Sign-In** window, click on **Register as a new user?** at the bottom left.



The screenshot shows a web form titled "Please Sign-in". It contains two input fields: "Username" with the placeholder text "Enter your email address here" and "Password". Below the fields are two buttons: "Sign-in" and "Exit". At the bottom left, there are two links: "[Forgot your password?](#)" and "[Register as a new user?](#)". A red arrow points from the top right towards the "Register as a new user?" link.

In the **New User Registration** window, complete all fields to register. Please be sure to use required format shown for the **Date of Birth** (mm/dd/yyyy) and

**Home/Mobile Phone #** (XXX) XXX-XXXX) fields. The **minimum Password requirements** are as follows: **One upper case letter, one lower case letter, one numeric character, one special character, and a minimum of 8 characters total.**



The image shows a 'New User Registration' form with the following fields and labels:

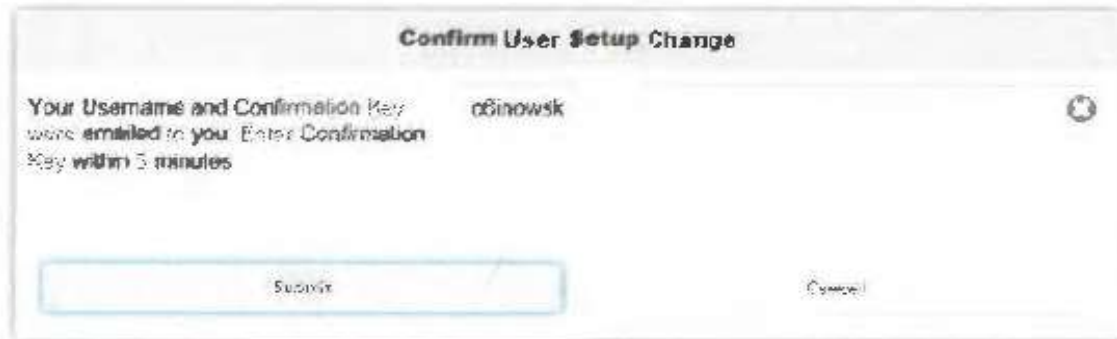
- Email Address: Enter your email address here
- First Name
- Last Name
- Date of Birth: mm/dd/yyyy
- SS # last 4 digits
- Home/Mobile Phone #: (###) ###-####
- Password
- Confirm Password

At the bottom of the form are two buttons: 'Submit' and 'Cancel'. A red arrow points from the 'Submit' button towards the text below the form.

Once the **New User Registration** window is completed, click on the **Submit** button.

The ESCAPE Online Employee Portal system will send a **CONFIRMATION KEY** to the email address used during your **New User Registration**.

You will need to enter the **Confirmation Key** into the **Confirm User Setup Change** field below **within 5 minutes**, or you will be timed out and forced to start over.



Enter your **Confirmation Key** received via email into the **Confirm User Setup Change** field below and click on the **Submit** button.

This will complete your **New User Registration** and the next window you'll see will be the **Please Sign-In** window.

At this point, please enter your email **Username** and **Password** that you previously established and click on the Sign-In button to begin your adventure in the **Escape Online Employee Portal**.

