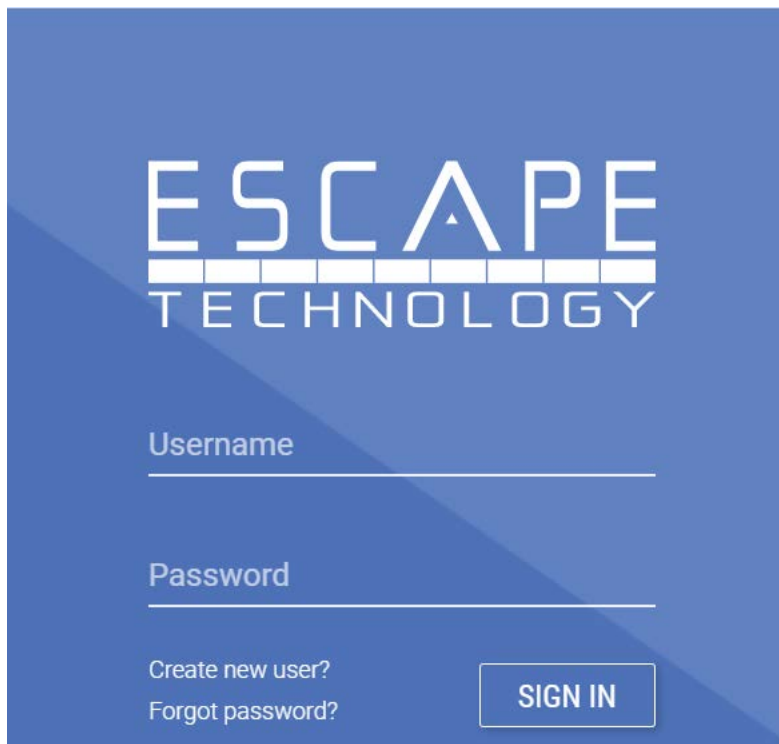


Escape Online Employee Portal New User Registration

Enter or copy the following web address into a browser if clicking on the link below is unsuccessful:

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

In the **Sign-in** window below, click on **Create new user?** at the bottom left.

The image shows a sign-in window for Escape Technology. The background is a solid blue color. At the top, the word "ESCAPE" is written in large, white, sans-serif capital letters. Below it, the word "TECHNOLOGY" is written in smaller, white, sans-serif capital letters. In the center, there are two white input fields. The first field is labeled "Username" in a small, white, sans-serif font. The second field is labeled "Password" in a small, white, sans-serif font. Below the "Password" field, there are two links: "Create new user?" and "Forgot password?", both in a small, white, sans-serif font. To the right of these links is a white rectangular button with the text "SIGN IN" in a bold, white, sans-serif font.

In the **Create New User** window below, complete all fields to register.

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.

ESCAPE TECHNOLOGY

In order to successfully register, the information you provide must match the information already on file with your employer.

Email

First Name

Last Name

Date of Birth



Last 4 SSN

Home/Mobile Phone

Create Password

Confirm Password

CANCEL

REGISTER

We recommend using your personal email address and NOT your work email.

Your first and last name should be your legal first and last name, not your nickname.

Once the **Create New User** window below is completed, click on the **Register** button.


ESCAPE TECHNOLOGY

In order to successfully register, the information you provide must match the information already on file with your employer.

Email
bob.autry@gmail.com

First Name
Bob

Last Name
Autry

Date of Birth
10/25/1966 

Last 4 SSN
....

Home/Mobile Phone
(530) 305-6926

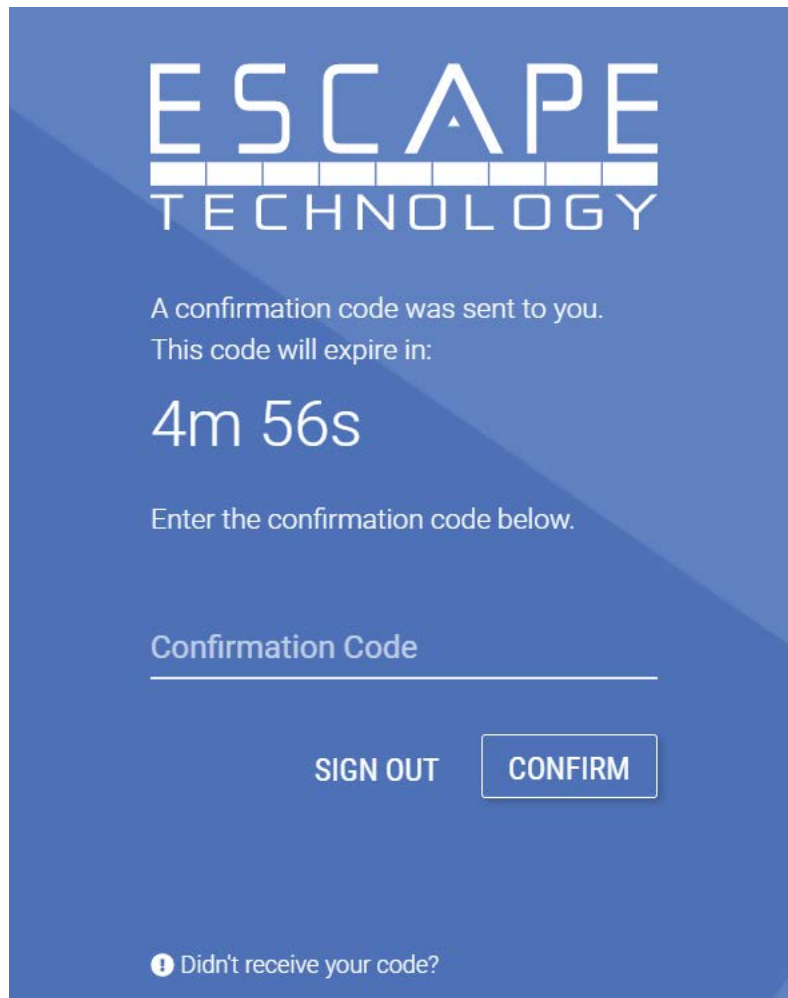
Create Password
.....

Confirm Password
.....

CANCEL **REGISTER**

The Escape Online Employee Portal system will send a **Confirmation Code** to the email address used during your **Create New User Registration**.

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

A blue confirmation screen for Escape Technology. At the top is the logo "ESCAPE TECHNOLOGY" in white, with "ESCAPE" in a larger font and "TECHNOLOGY" below it, separated by a horizontal line. Below the logo, the text "A confirmation code was sent to you." and "This code will expire in:" is displayed. A large timer shows "4m 56s". Below the timer, it says "Enter the confirmation code below." There is a text input field labeled "Confirmation Code". At the bottom, there are two buttons: "SIGN OUT" and "CONFIRM". At the very bottom, there is a link that says "i Didn't receive your code?".

ESCAPE
TECHNOLOGY

A confirmation code was sent to you.
This code will expire in:

4m 56s

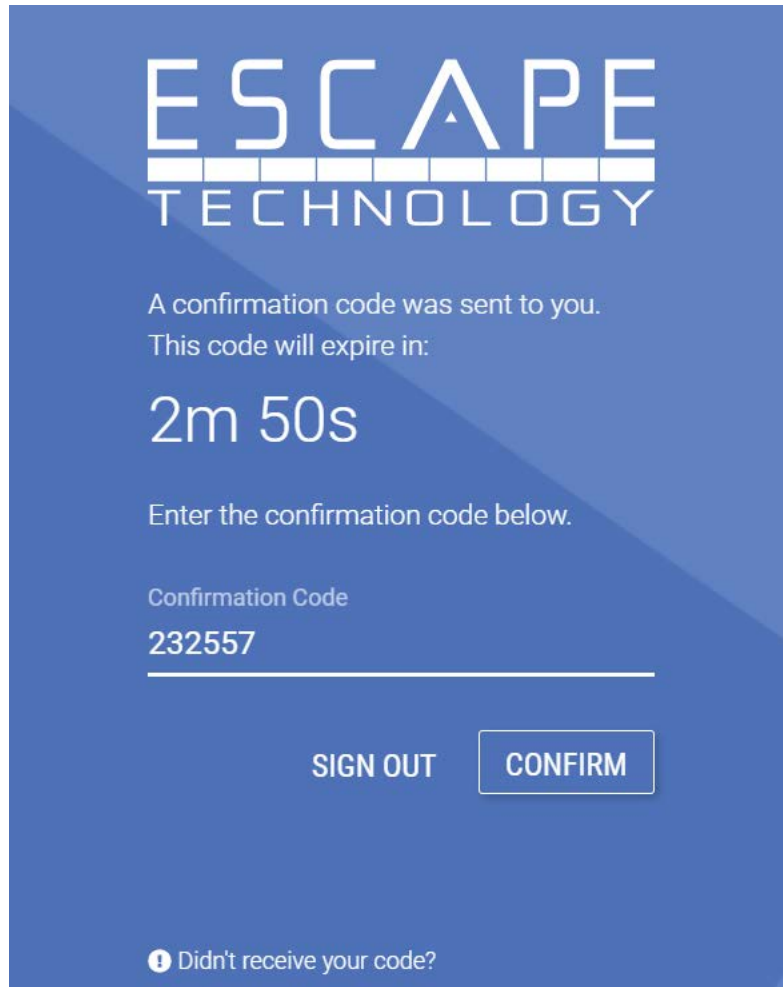
Enter the confirmation code below.

Confirmation Code

SIGN OUT CONFIRM

[i Didn't receive your code?](#)

Enter the **Confirmation Code** received via email into the **Confirmation Code** field below and click on the **Confirm** button.



ESCAPE
TECHNOLOGY

A confirmation code was sent to you.
This code will expire in:

2m 50s

Enter the confirmation code below.

Confirmation Code

232557

SIGN OUT CONFIRM

! Didn't receive your code?

The image shows a confirmation screen for 'ESCAPE TECHNOLOGY'. It has a blue background with a diagonal gradient. The logo 'ESCAPE TECHNOLOGY' is at the top in white. Below it, text states 'A confirmation code was sent to you. This code will expire in: 2m 50s'. A prompt 'Enter the confirmation code below.' is followed by a text input field containing '232557'. At the bottom, there are two buttons: 'SIGN OUT' and 'CONFIRM'. A link with an exclamation mark icon and the text 'Didn't receive your code?' is at the very bottom.

This will complete your **New User Registration** and the next window you'll see will be your data in the portal system (see below).

