

# How to Opt-In for SRJC Emergency Notification Text Alerts



# Watch for an email from [escape@santarosa.edu](mailto:escape@santarosa.edu)

Click the link in the email to be taken to the  
Escape Employee Online Portal or  
go to the link below:

<https://escapeportal.santarosa.edu/>



# Employee Online Portal



## **EMPLOYEE ONLINE PORTAL**

Now you can view important HR and payroll information! At your desk or on the go, login and get the information you need! Escape Online provides users access to fund accounting and HR/Payroll functionality. Thousands of users login every day, but there are thousands more that only want to access to a small piece of the Escape Online pie.

**[Employee Online - from Escape Technology - Overview](#)**

**[User Registration Instructions](#)**



# Log onto your Employee Online Portal account

My Activities Employee Online Portal: Santa Rosa Junior College Sign out

Signed out

**Please Sign-in**

**Username**

**Password**


[Forgot your password?](#)  
[Register as a new user?](#)


# You should see New Documents waiting for your review

The screenshot shows the Employee Online Portal for Santa Rosa Junior College. At the top left is a 'My Activities' button with a hamburger menu icon. The title 'Employee Online Portal: Santa Rosa Junior College' is centered at the top, and a 'Sign out' button with a user icon is at the top right. Below the title bar, the text 'SRJC' is displayed. A 'Home Page' section with a right-pointing arrow icon contains a welcome message: 'Welcome Use "My Activities" near the top left corner to accomplish what you need. When you are done, make sure you choose "Sign out" on the top right corner to protect your privacy.' Below this is a 'My Dashboard' section with a right-pointing arrow icon. It contains three cards: 'My Payroll' with '0 Pending Request', 'Documents' with '1 New Documents' (circled in red), and 'Approvals' with '0 Pending Approvals'.

My Dashboard		
My Payroll	Documents	Approvals
0	1	0
Pending Request	New Documents	Pending Approvals

# Go to My Activities



 My Activities

Employee Online Portal: Santa Rosa Junior College

SRJC



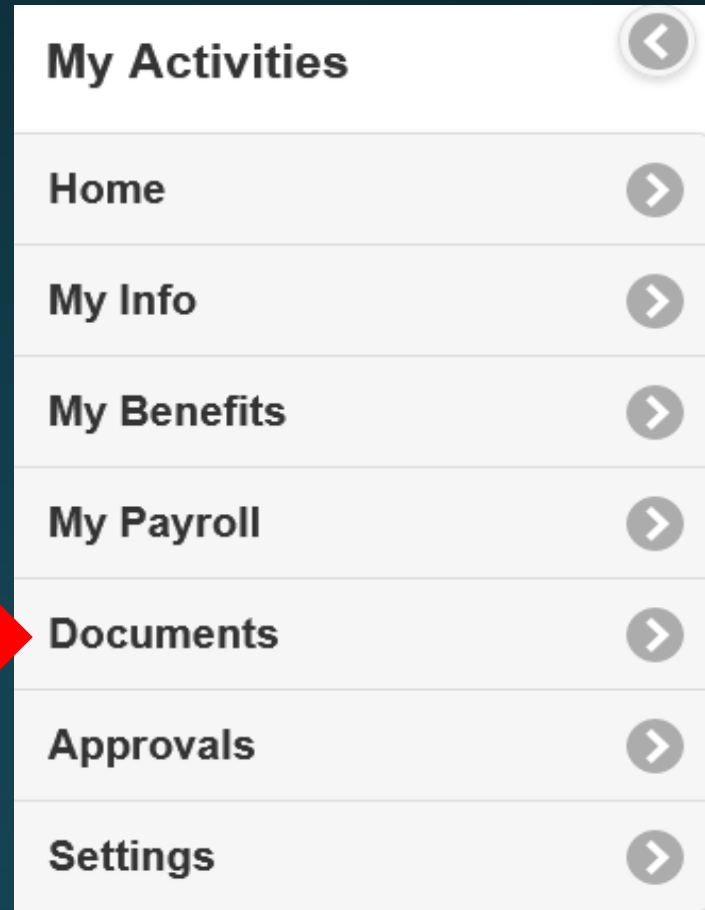
Home Page

Welcome

Use "*My Activities*" near the top left corner to accomplish what you need.

When you are done, make sure you choose "*Sign out*" on the top right corner to protect your privacy.

# Select Documents






# Review Documents/Attachment

**New documents** - documents that you need to review, agree/disagree with, or acknowledge that you have read.

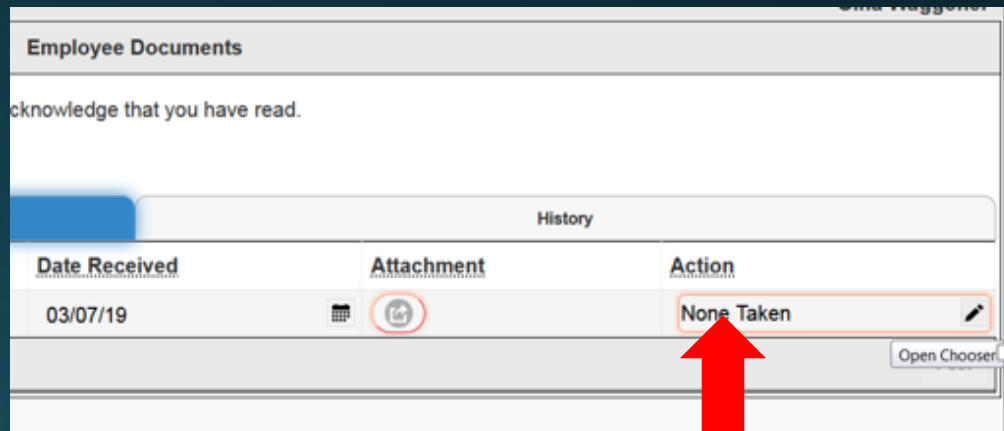
**History** - contains previously viewed documents.

New Documents		History	
<u>Document</u>	<u>Date Received</u>	<u>Attachment</u>	<u>Action</u>
I would like to Opt In for Emergency Alerts	12/13/18		<input checked="" type="checkbox"/> Agreed To <input type="checkbox"/> Defer <input checked="" type="radio"/> I Agree <input type="radio"/> I do NOT agree

1) Review attachment

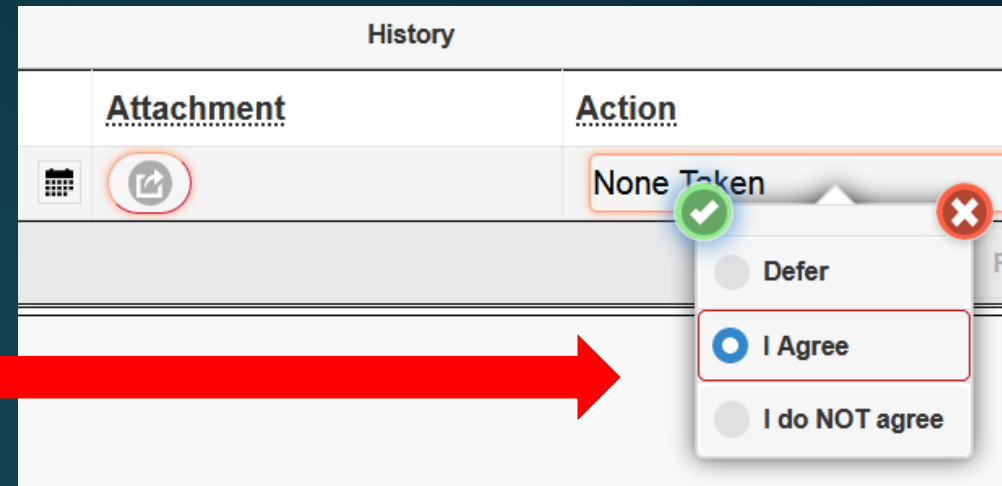


# Open Action Field



1) Select Action Box


2) Available selection options will appear



# Make a selection

**New documents** - documents that you need to review, agree/disagree with, or acknowledge that you have read.

**History** - contains previously viewed documents.




New Documents		History	
<u>Document</u>	<u>Date Received</u>	<u>Attachment</u>	<u>Action</u>
I would like to Opt In for Emergency Alerts	12/13/18		<input checked="" type="checkbox"/> Agreed To <input type="checkbox"/> Defer <input checked="" type="radio"/> I Agree <input type="radio"/> I do NOT agree

**2) Make a selection**

# Finalize selection

**New documents** - documents that you need to review, agree/disagree with, or acknowledge that you have read.

**History** - contains previously viewed documents.

New Documents		History	
<u>Document</u>	<u>Date Received</u>	<u>Attachment</u>	<u>Action</u>
I would like to Opt In for Emergency Alerts	12/13/18	 	<input checked="" type="checkbox"/> Agreed To  <input type="radio"/> Defer <input checked="" type="radio"/> I Agree <input type="radio"/> I do NOT agree


**3) Select green check to finalize your choice**



# Post Document

**New documents** - documents that you need to review, agree/disagree with, or acknowledge that you have read.

**History** - contains previously viewed documents.

New Documents		History	
<u>Document</u>	<u>Date Received</u>	<u>Attachment</u>	<u>Action</u>
I would like to Opt In for Emergency Alerts	12/13/18		<input checked="" type="checkbox"/> Agreed To
			<input type="button" value="Post"/>


**4) Select Post when done**

# Sign-out & you are done!

My Activities

Employee Online Portal: Santa Rosa Junior College

SRJC

Sign out 

## Employee Documents

**New documents** - documents that you need to review, agree/disagree with, or acknowledge that you have read.

**History** - contains previously viewed documents.

New Documents

History

*No information available*

Post

# If you are unable to get into your Employee Online Portal and would like to Opt-In for Emergency alerts:

Contact:

- Human Resources Department
- [bhodenfield@santarosa.edu](mailto:bhodenfield@santarosa.edu)

