How to Opt-In for SRJC Emergency Notification Text Alerts
Watch for an email from 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

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
You should see New Documents waiting for your review
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.
1) Review attachment
Open Action Field

1) Select Action Box

2) Available selection options will appear
Make a selection

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Received</th>
<th>Attachment</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>I would like to Opt In for Emergency Alerts</td>
<td>12/13/18</td>
<td>![Attachment Icon]</td>
<td>![Agreed To]</td>
</tr>
</tbody>
</table>
3) Select green check to finalize your choice
## Post Document

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4) Select Post when done
Sign-out & you are done!
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