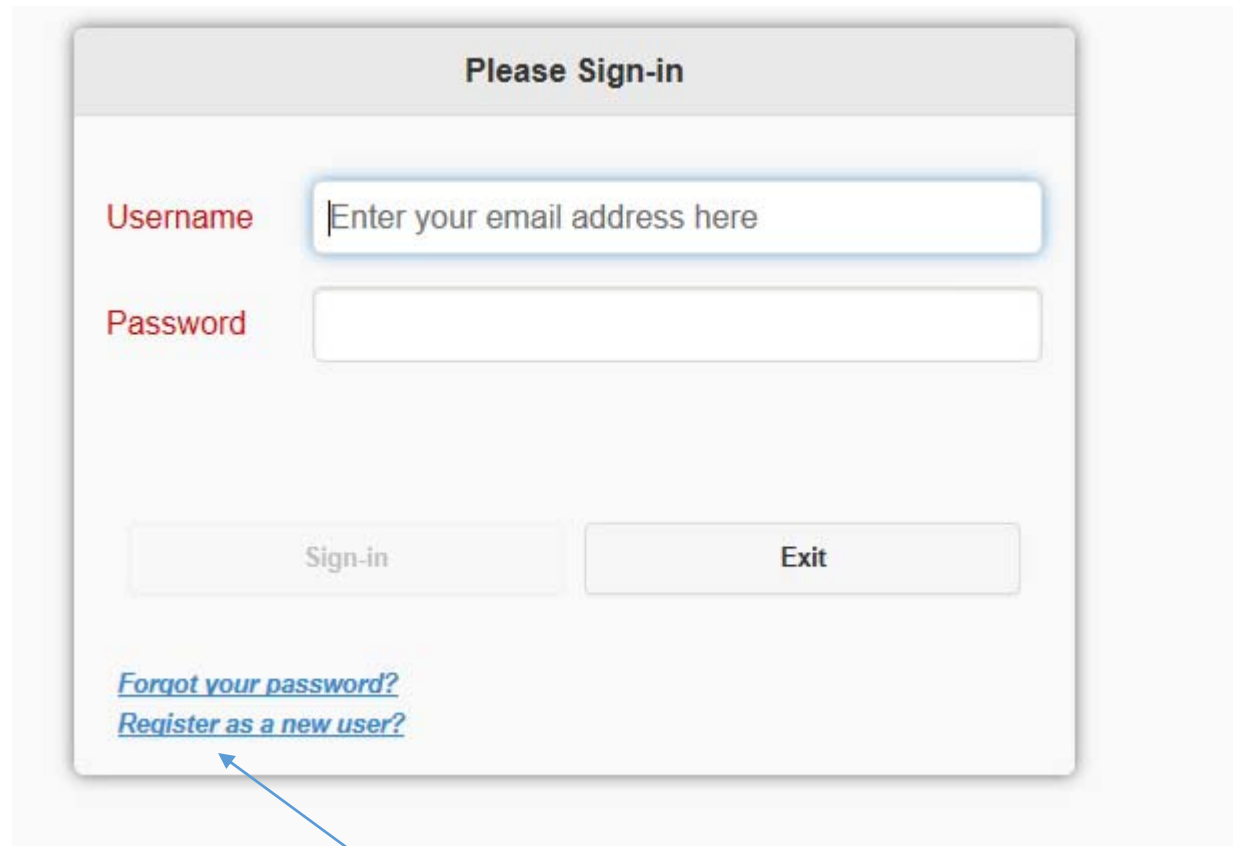


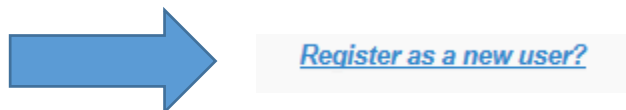
User Registration Instructions for Employee Online Portal

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



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

The first time you log in, you MUST register as a new user, even if you already have an Escape or SIS portal log in.



Below is the screen you will see after clicking on “Register as a new user?”. Enter your email address, your legal first and last name as provided in your employment paperwork, your date of birth, and a password and click on submit. (Hint – if your registration isn’t working, make sure you are using your legal first name, not a shortened or nickname.)

***Note* The password requirements are:**

- Password must be at least 8 characters
- Password must contain at least 1 capital letter
- Password must contain at least 1 lowercase letter
- Password must contain at least 1 special character (I.E., !@#%&*()_+=)
- Password must contain at least 1 number

***Note* - It is helpful to use your Outlook login or Escape password if you already have a District or Escape login!**

New User Registration

Email Address	Enter your email address here
First Name	
Last Name	
Date of Birth	mm/dd/yyyy
Password	
Confirm Password	

After hitting submit, you will be emailed a confirmation key and the following screen will appear:

Username Enter your email address here

Confirm User Setup Change

Your Username and Confirmation Key were emailed to you. Enter Confirmation Key within 5 minutes

Confirmation Key

Submit Cancel

Below is an example of the email that you will receive. If you do not receive it right away, please check your spam or clutter folder. When you receive it, enter the confirmation key in the User Setup Screen and click on submit.

NoteThe confirmation key **MUST** be entered within 5 minutes.

Subject FW: Employee Online Portal: New User Registration Confirmation

From: escape@santarosa.edu [mailto:escape@santarosa.edu]
 Sent: Friday, January 27, 2017 8:07 AM
 To: xxxxxxxx
 Subject: Employee Online Portal: New User Registration Confirmation

Your Username is: xxxxxx@santarosa.edu

You must enter this confirmation key within the next 5 minutes. Confirmation key: ocbirtyb

Confirm User Setup Change

Your Username and Confirmation Key were emailed to you. Enter Confirmation Key within 5 minutes

ocbirtyb

Submit Cancel

If you are successful, you will be returned to the sign in screen. If you need assistance logging in or have questions, please contact Jackie De Lap at (707) 521-7857 or jdelap@santarosa.edu.