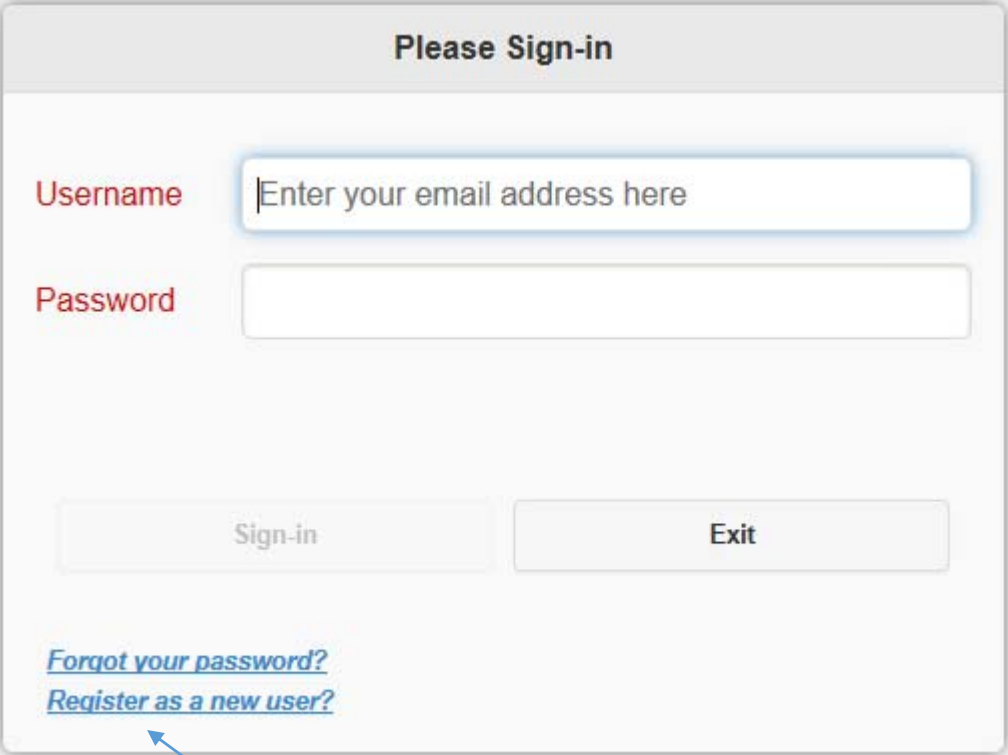


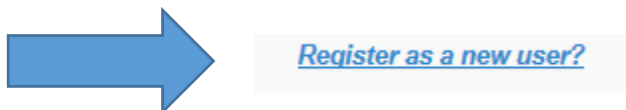
## User Registration Instructions for Employee Online Portal

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



The screenshot shows a sign-in 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 of the form, 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 to the text below.

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:**

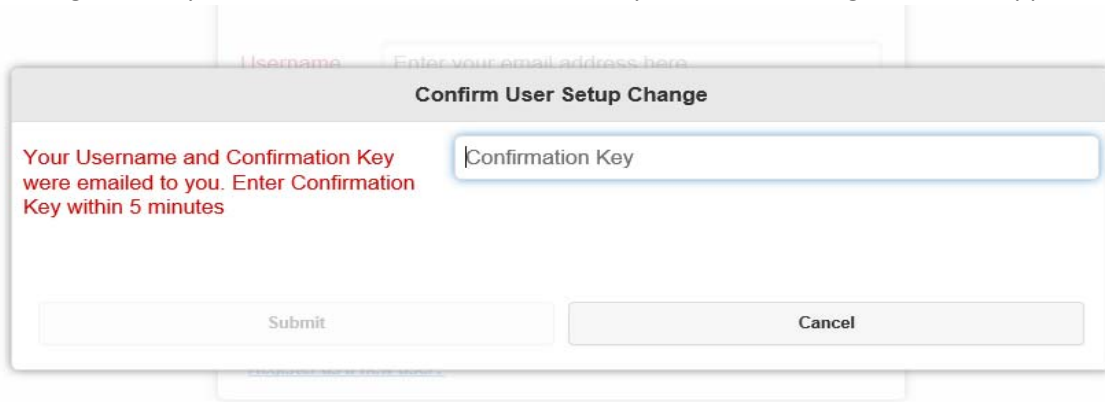
- Password must be at least 8 characters
- Password must contain at least 1 capital letter
- Password must contain at least 1 lowercase letter
- Password must contain at least 1 special character (I.E., !@#\$%^&\*()\_+=)
- Password must contain at least 1 number

**\*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	<input type="text" value="Enter your email address here"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text" value="mm/dd/yyyy"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

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



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.

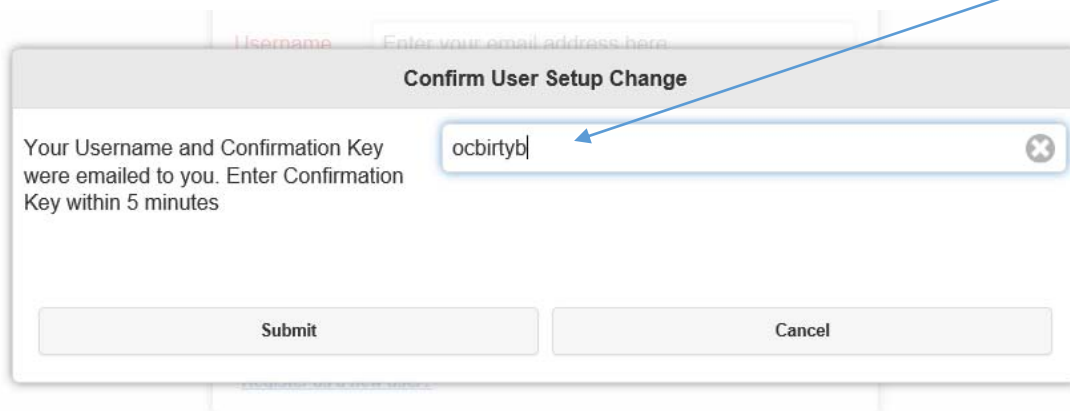
**\*Note\***The confirmation key **MUST** be entered within 5 minutes.

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](mailto:xxxxxx@santarosa.edu)

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



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](mailto:jdelap@santarosa.edu).