

Enter the following web address into your browser: <https://escapeportal.placercoe.k12.ca.us>

Click on *Create New User?*

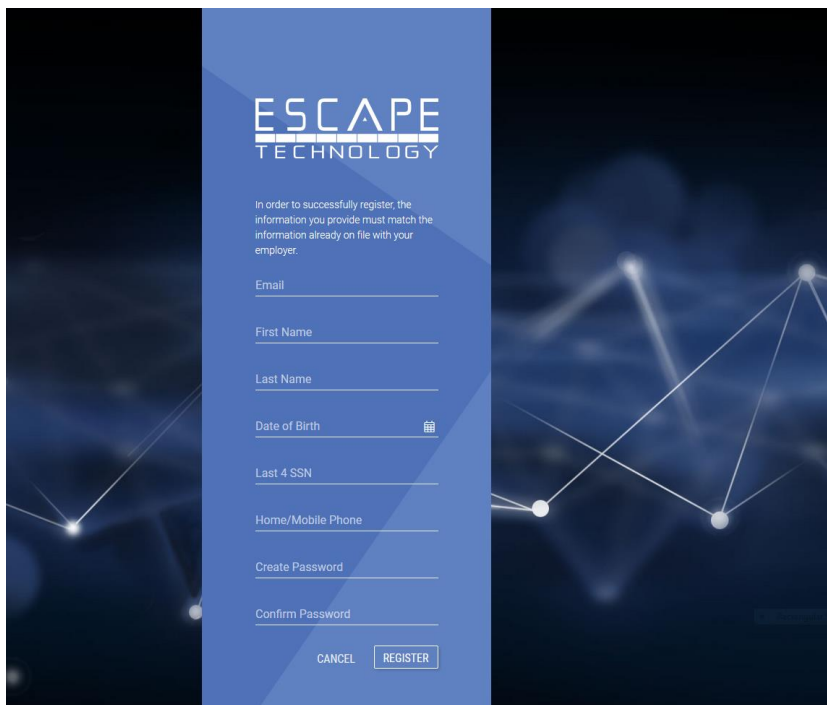


The screenshot shows the login interface for ESCAPE TECHNOLOGY. The page has a dark blue background with a network of white lines and dots. A central blue vertical bar contains the logo and login fields. The fields include 'Username', 'Password', and a 'SIGN IN' button. There are also links for 'Create new user?' and 'Forgot password?'.

Enter the required information, using the same information that is on file with the WPUSD Payroll and/or Personnel Department.

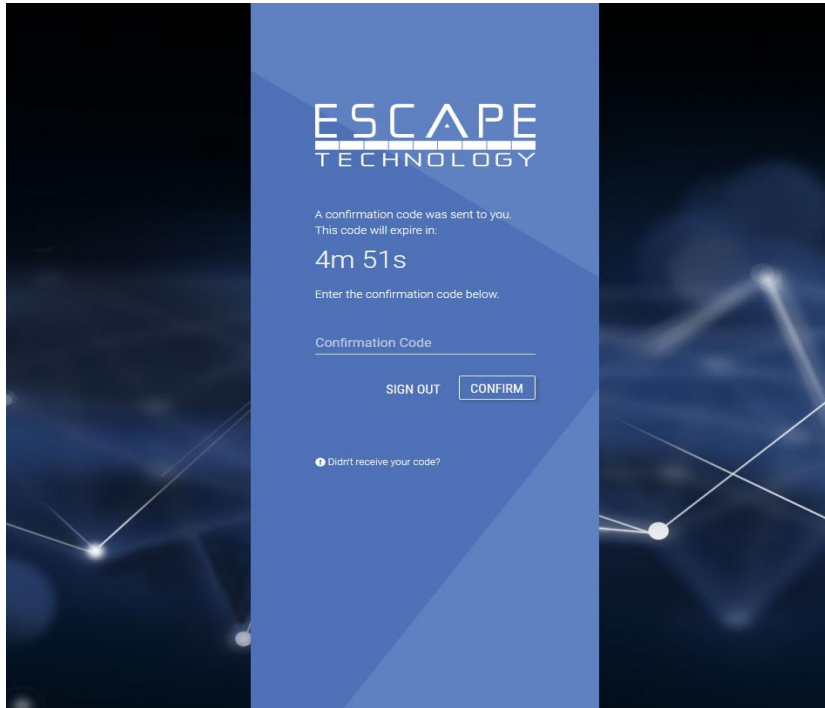
Need to confirm your info? Call us: Payroll: (916) 645-5131, Personnel: (916) 645-5293

Once information is entered click *Register*

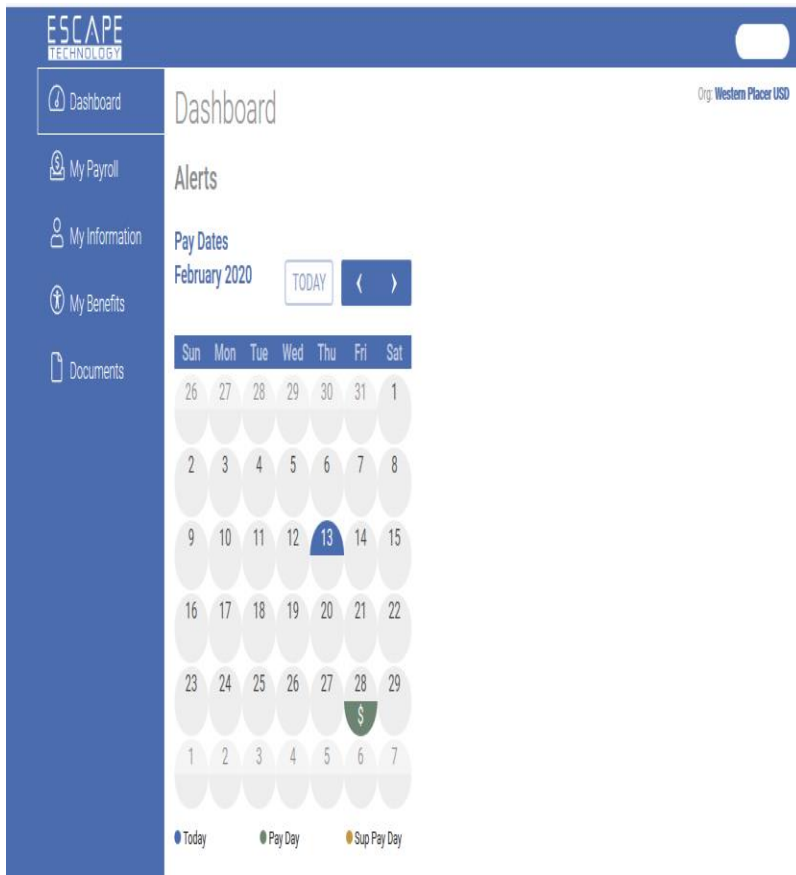


The screenshot shows the registration interface for ESCAPE TECHNOLOGY. The page has a dark blue background with a network of white lines and dots. A central blue vertical bar contains the logo and registration fields. The fields include 'Email', 'First Name', 'Last Name', 'Date of Birth', 'Last 4 SSN', 'Home/Mobile Phone', 'Create Password', and 'Confirm Password'. There are also 'CANCEL' and 'REGISTER' buttons at the bottom.

You will then be sent a confirmation code to the email you used when creating your account. You will have less than 5 minutes to enter the confirmation code.



Once you have entered the confirmation code, you will be directed to your Dashboard in the Escape Employee Portal.



While in the Escape Employee Portal you will be able to view and make changes to the following information:

- View your demographics, current and past assignments
- View your leave information, including balances and usages
- View and print past pay stubs, W2s and 1095s
- Use the Payroll Calculator to simulate tax changes
- Electronically submit W4 (Federal Tax) and DE4 (State Tax) change
- View and make changes to your Preferred First Name
- View and make changes to your Home Phone Number
- View and make changes to your Home Cell Phone Number
- View and make changes to your Personal Email Address
- View and make changes to your Home Address
- View and make changes to your Mailing Address
- View and make changes to your Emergency Contact Name
- View and make changes to your Emergency Contact Phone Number
- View and make changes to your Emergency Contact Relation
- View and make changes to your Doctor Name
- View and make changes to your Doctor Phone Number
- View and make changes to your Spouse Name
- View and make changes to your Spouse Phone Number