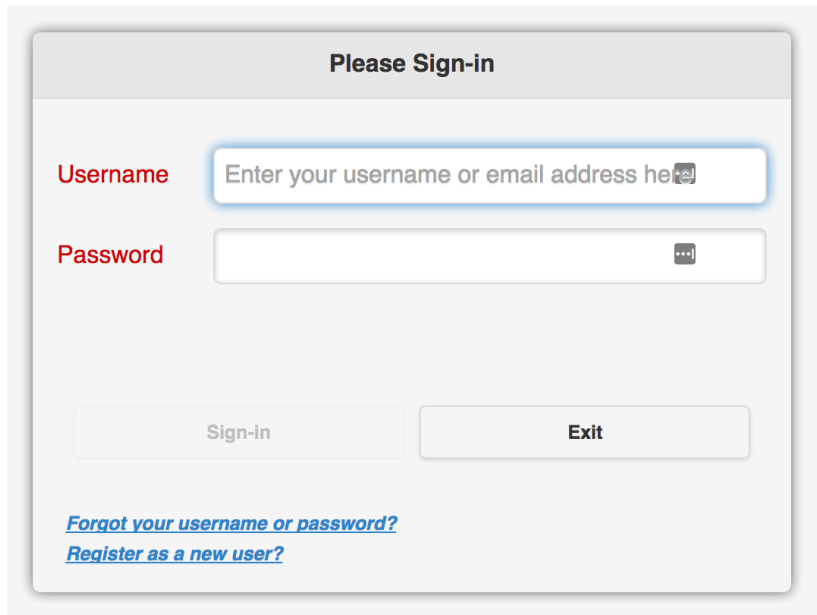


Escape Online Employee Portal

New User Registration Instructions

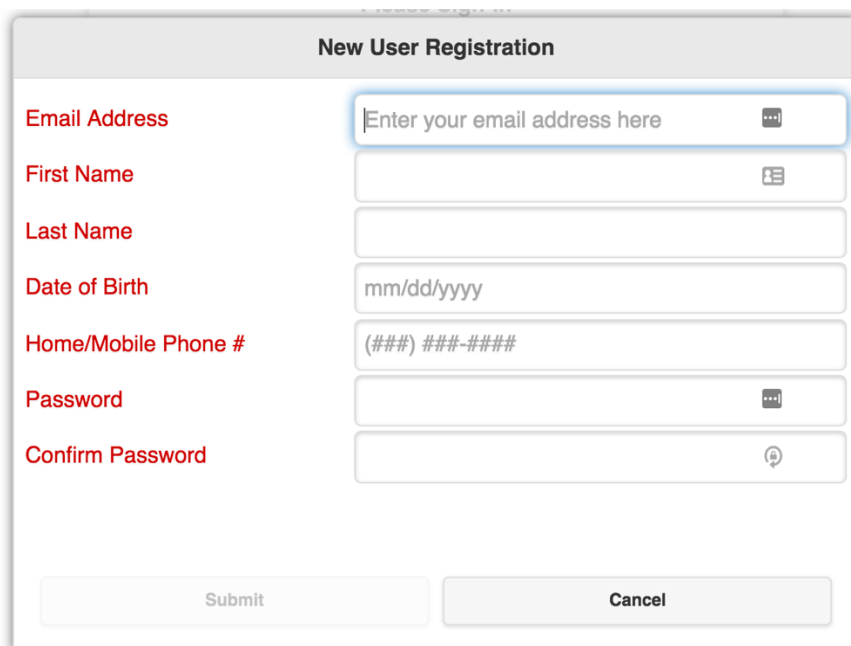
Enter the following web address into a browser: <https://portal.scoe.org>. The Please Sign-In window appears. Click on the “Register as a new user?” link at the bottom left:



The image shows a 'Please Sign-in' window with a title bar. It contains two input fields: 'Username' with a placeholder 'Enter your username or email address here' and 'Password' with a placeholder 'Enter your password here'. Below the fields are two buttons: 'Sign-in' and 'Exit'. At the bottom, there are two blue links: 'Forgot your username or password?' and 'Register as a new user?'.

In the New User Registration windows, complete all fields to register. Please be sure to use the required format shown for the Date of Birth (mm/dd/yyyy) and Home/Mobile Phone number fields. ((###) ###-####)

The minimum password requirements are as follows: a minimum of 12 characters. Numbers and special characters are encouraged but not required.

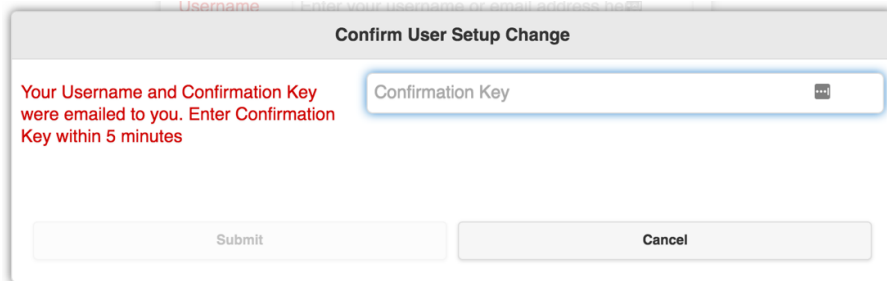


The image shows a 'New User Registration' window with a title bar. It contains seven input fields: 'Email Address' with a placeholder 'Enter your email address here', 'First Name', 'Last Name', 'Date of Birth' with a placeholder 'mm/dd/yyyy', 'Home/Mobile Phone #' with a placeholder '(###) ###-####', 'Password', and 'Confirm Password'. Below the fields are two buttons: 'Submit' and 'Cancel'.

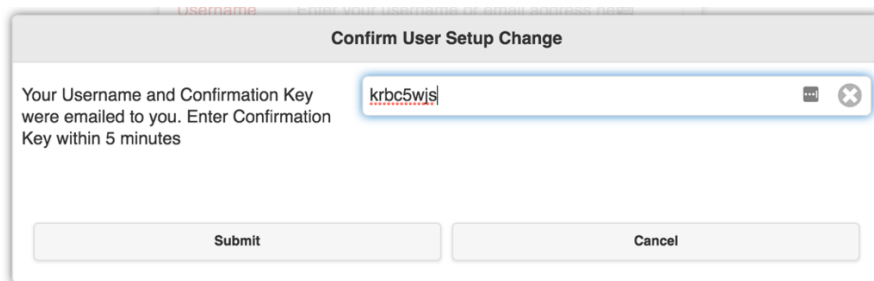
Escape Online Employee Portal

New User Registration Instructions

The Escape Online Employee Portal system will send a Confirmation Key to the email address used during the New User Registration. You will need to enter the Confirmation Key into the Confirm user Setup Change Field below within 5 minutes or you will be timed out and forced to start over.



Enter your Confirmation Key received via email into the Confirm user Setup Change field below and click on the Submit button.



This will complete your New User Registrations and the next windows you'll see will be the Please Sign-In window. At this point, please enter your email address as your Username and the Password that you previously established and click on the Sign-In button to begin your adventure in the Escape Online Employee Portal.

