

## Escape Online Employee Portal **New** User Registration

Enter or copy the following web address into a browser if clicking on the link is unsuccessful:

[escapeportal.placercoe.k12.ca.us](https://escapeportal.placercoe.k12.ca.us)

In the **Please Sign-in** window, click on **Register as a new user?** at the bottom left.

The screenshot shows a web browser window with a grey header bar containing the text "Placer County Office of Education - Escape Online Employee Portal" and "Signed out". The main content area is white and features a central "Please Sign-in" window. This window has a title bar and contains the following elements: a "Username" label next to a text input field, a "Password" label next to a text input field, two buttons labeled "Sign-in" and "Exit", and two links at the bottom: "Forgot your password?" and "Register as a new user?". The "Please Sign-in" window is set against a light grey background. At the bottom of the browser window, there is a grey footer bar with the text "Thank you for using the PCOE - Escape Online Employee Portal!".

In the **New User Registration** window, complete all fields to register, all information must match to data in Escape. Please be sure to use required format shown for the **Date of Birth** (mm/dd/yyyy) and **Home/Mobile Phone #** ((###) ###-####) fields.

For employees with Dry Creek email accounts, your user name for Escape Online Portal must be your Dry Creek email account existing in Escape system.

For substitute employees, your user name for Escape Online Portal must be your personal email account existing in Escape system.

The minimum **Password** requirements are as follows:

- One upper case letter
- One lower case letter
- One numeric character
- One special character
- Minimum of 8 characters total

Placer County Office of Education - Escape Online Employee Portal  
Signed out

**New User Registration**

Email Address	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Date of Birth	<input type="text" value="mm/dd/yyyy"/>
SS # last 4 digits	<input type="text"/>
Home/Mobile Phone #	<input type="text" value="(###) ###-####"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

Thank you for using the PCOE - Escape Online Employee Portal!

Once the **New User Registration** window is completed, click on the **Submit** button.

Placer County Office of Education - Escape Online Employee Portal  
Signed out

**New User Registration**

Email Address	bobsmith@gmail.com	✕
First Name	Bob	✕
Last Name	Smith	✕
Date of Birth	01/01/1955	✕
SS # last 4 digits	5353	✕
Home/Mobile Phone #	(530) 760-5589	✕
Password	●●●●●●●●	✕
Confirm Password	●●●●●●●●	↶ ✕

Thank you for using the PCOE - Escape Online Employee Portal!

The Escape Online Employee Portal system will send a **Confirmation Key** to the email address used during your **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.

Placer County Office of Education - Escape Online Employee Portal  
Signed out

Please Sign-in

**Confirm User Setup Change**

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

Submit Cancel

[Escape Online Employee Portal](#)  
[Register as a new user?](#)

Thank you for using the PCOE - Escape Online Employee Portal!

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

Placer County Office of Education - Escape Online Employee Portal  
Signed out

Please Sign-In

**Confirm User Setup Change**

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

[Forgot your password?](#)  
[Register as a new user?](#)

Thank you for using the PCOE - Escape Online Employee Portal!

This will complete your **New User Registration** and the next window you'll see will be the **Please Sign-in** window.

At this point, please enter your email **Username** and **Password** that you previously established and click on the **Sign-in** button to begin your adventure in the **Escape Online Employee Portal**.

The screenshot shows a web browser window titled "Placer County Office of Education - Escape Online Employee Portal". At the top, it says "Signed out". The main content area features a "Please Sign-in" dialog box. Inside this dialog, there are two input fields: "Username" with the value "bobsmith@gmail.com" and "Password" with masked characters. Below the fields are two buttons: "Sign-in" and "Exit". At the bottom of the dialog, there are two links: "[Forgot your password?](#)" and "[Register as a new user?](#)". The footer of the page reads "Thank you for using the PCOE - Escape Online Employee Portal!".