

Escape Employee Online Portal

Via the Portal, employees can access their own personal contact information as well as view their Benefits and Leaves. Also accessible are employee pay stubs, reimbursements, W2s, and 1095 statements.

Employees can try different scenarios for changes to taxes, including marital status, allowances, additional deductions and more.

Instructions for Employees:

Using any browser, enter the following URL in your web browser address bar: escape.acoe.org

****First time users will need to register on the portal****

Select 'Create new user?'



ESCAPE
TECHNOLOGY

Username

Password

Create new user?
Forgot password?

SIGN IN

ESCAPE TECHNOLOGY

In order to successfully register, the information you provide **must match** the information already on file with your employer.

Email use your work email address

First Name

Last Name

Date of Birth MM/DD/YYYY format

Last 4 SSN

Home/Mobile Phone

Create Password see password rules

Confirm Password

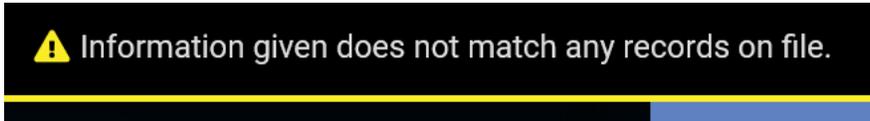
CANCEL REGISTER

Fill out all the information fields in the registration window – **the information MUST match what your employer has on file in Escape** (email should be your work email address). Once the fields are complete, select REGISTER

Password rules:

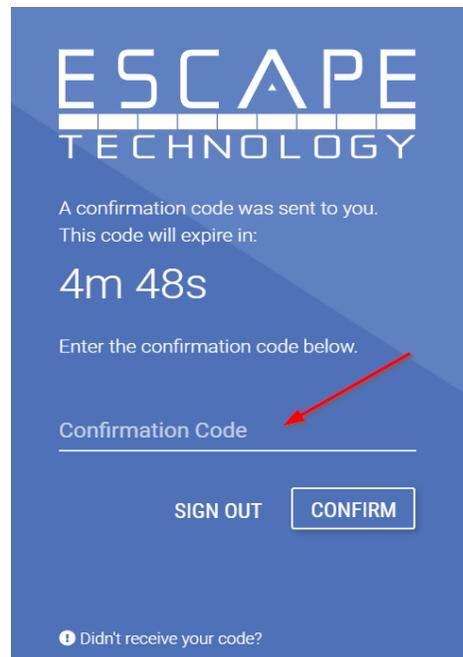
- ✗ Contains at least 8 characters
 - ✗ Contains 1 lower case character(s)
 - ✗ Contains 1 upper case character(s)
 - ✗ Contains 1 numerical character(s)
 - ✗ Contains 1 special character(s)
- ~!@#\$%^&*()_+=/?.,><"';|}{\

If the information entered does not match your Employment record within your district, you will receive the following error:



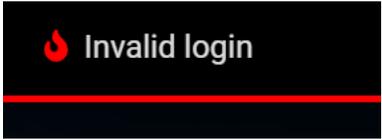
Make the appropriate changes and select 'REGISTER' again.

1. After the information you keyed is accepted, check your work email for the confirmation code.
2. Key the code received into the window (***code expires after 5 minutes***).
3. Select CONFIRM



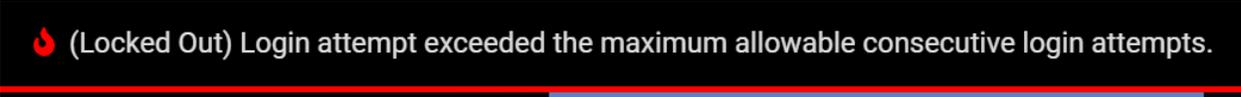
You are now ready to explore the Escape Online Portal! Enter your work email and newly established password and select SIGN IN.

If at any time after you have successfully registered with the Portal and you are trying to login, if you key in the incorrect password, you will receive the following error:



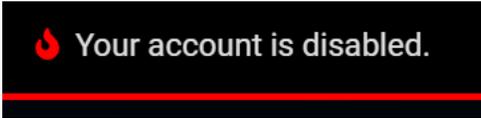
Invalid login

You will have 5 attempts to log in. If you are unsuccessful after the 5th attempt, you will be given the following error:



(Locked Out) Login attempt exceeded the maximum allowable consecutive login attempts.

If you try again before the account is reset, you will receive the following message:



Your account is disabled.

Your account can be reset by waiting 5 minutes, the account will reset on its own and you can try to login again.

If you have forgotten your password, you can have the Portal send you a password reset. Without putting in any other information, select "Forgot password?"



ESCAPE
TECHNOLOGY

Username _____

Password _____

Create new user?
Forgot password? 

SIGN IN



In order to successfully reset password, the information you provide **must match** the information already on file with your employer.

Email 

First Name

Last Name

Date of Birth 

Last 4 SSN 

Home/Mobile Phone

Create Password 

Confirm Password 

CANCEL

You will be asked to complete the matching employment information again and to create a new password that matches the password criteria, and then select RESET

Check your email for the confirmation code and enter it in the Portal. **Again, you will have 5 minutes to enter the code**



A confirmation code was sent to you.
This code will expire in:

4m 48s

Enter the confirmation code below.

Confirmation Code 

SIGN OUT

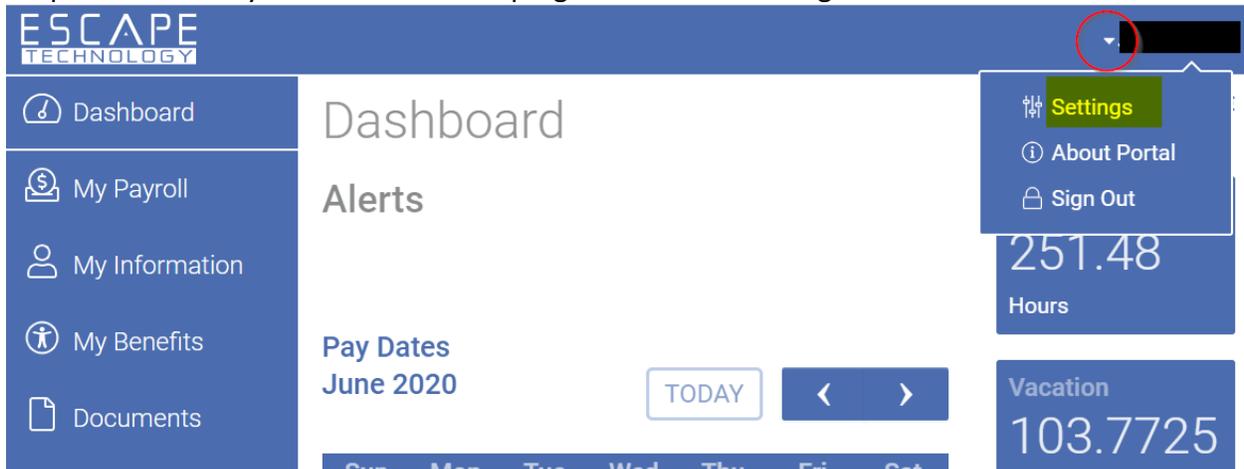
 Didn't receive your code?



Once you have successfully logged in to the Portal, you may be asked to choose an Organization if you have worked in multiple school districts within Alameda County. Use the dropdown to choose which district and then click SELECT

Once you are logged in, you will land on the Dashboard where you may see any Alerts that your district sends you, as well as being able to select from the menu options on the left hand side.

If you need to change your password at any time in the future, you would click on the dropdown next to your name on the top right and select Settings:





From My Settings, you will select CHANGE under the Password section

Username

[Redacted]

CHANGE

Password

•••••

CHANGE



A dialog box will open where you enter your current password and enter & confirm a new one and select CHANGE

Change Password ×

Current Password

New Password

Confirm New Password

CLOSE CHANGE

Dashboard

From the Dashboard, you can explore the various menu options. Please note that popup blockers will block you from seeing attachments from the Portal. You may need to turn off your browser's popup blocker.

My Payroll

- Last Pay Period – Displays summary information from last pay check, including tax withholding.
- Recent Paychecks– Displays a configurable number of months of the employee's gross and net pay, with links to paycheck snapshots.
- Reimbursements - Displays a configurable number of months of employee reimbursements, if processed in AP with EmpID.

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- W2 Statements – Provides links to W2 snapshots for all years processed in the software.
 - 1095 Statements – Provides links to 1095 snapshots for all years processed in the software.
 - Paycheck Calculator – Allows employees to change W-4 and DE 4 settings, earnings and deductions to estimate their net pay.

My Information

- Demographic information – Displays employee demographic information from the first tab of the Employee record, such as address/phone/emergency.
- Assignments – Lists an employee's past, current, and future assignments. May hide non-manual calendars, depending on setup.
- Credentials – Lists an employee's credentials. Does not include archived records.
- Education – Lists an employee's education records, including degrees, trainings, licenses, units, EL authorizations and assignment options.
- Requirements – Lists an employee's requirements, including TB Expiration, Concussion Training, etc.

My Benefits

- Leave balances – Shows the leave balances that a district has chosen to display.
- Leave uses – Shows the leave transactions for the balances shown, including pending transactions.
- Health and Welfare benefits – Shows the current and past health and welfare benefits from the Employee record.
- Dependents – Shows minimal information from the active dependent records for the employee, including medical flag for ACA purposes.

My Team – only shown if an individual holds a position defined as a Supervisor in Escape.

- Direct Reports – Displays employees with add-ons or positions that are related to the supervisor, as defined by the Supervisor Position in the Position Detail or Addon setup. Ability to drill down to a configurable level in the organization.
- Employees – Drills down to employee demographics, assignments, education, requirements and leaves.

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- Current Vacancies – List of current vacancies.
 - Upcoming Evaluations – Displays scheduled evaluations, including scheduled date, type and evaluator.
 - Upcoming Leaves – List of upcoming and recent leaves.

Documents

- New Documents – Displays documents for employee review. Includes response lookups, as appropriate.
- Document Repository – Displays a history of documents to which the employee has responded.



Tips:

- *If you are idle in the portal for over 10 minutes, you will be prompted to sign in again.*
- *Queue Time out is 15 minutes, at that point you will need to reselect the activity.*