

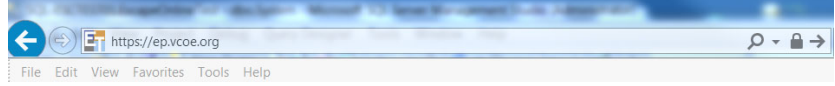
Employee Online Portal

Register for Portal Access

1. Open browser



2. Navigate to the Portal at <https://myescape.vcoe.org>



3. Click on Create new user

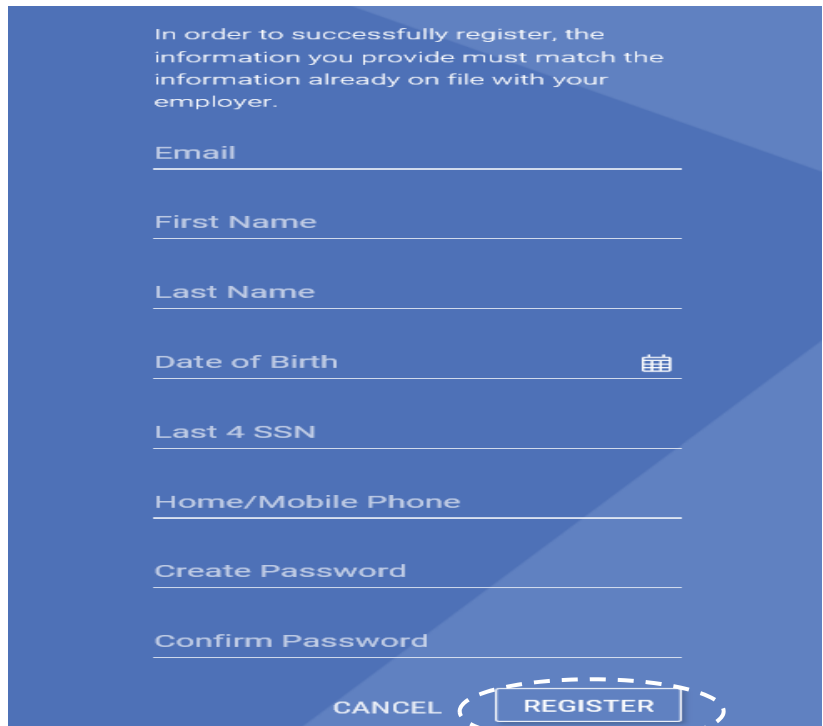


4. In order to register for the portal, you will need to **exactly match the data in your Escape Employee record** for the following fields:

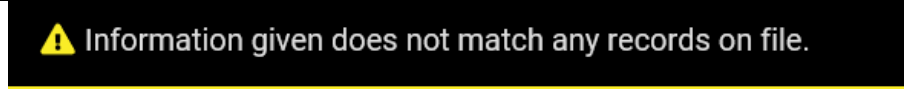
- Work or Personal email address
- First Name (not case sensitive)
- Last Name (not case sensitive)
- Date of Birth (formatted)
- Last 4 of SSN
- Home or Cell Phone Number

Use the TAB key or mouse click to move between the fields

Click on Register



5. If any of the data does not match the information in your Escape Employee record, you will see this error



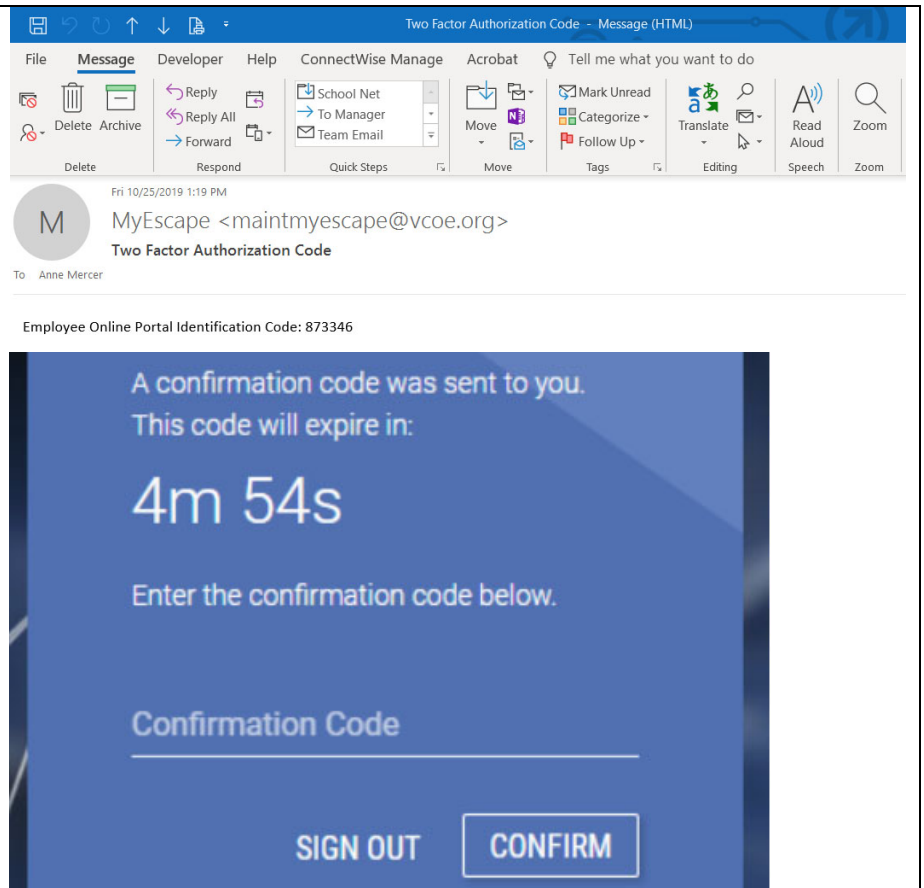
Employee Online Portal

6. You will get an email from “MyEscape@vcoe.org” with your Username and confirmation key

You must enter the key from the email within 5 minutes, or you will have to start the registration process again.

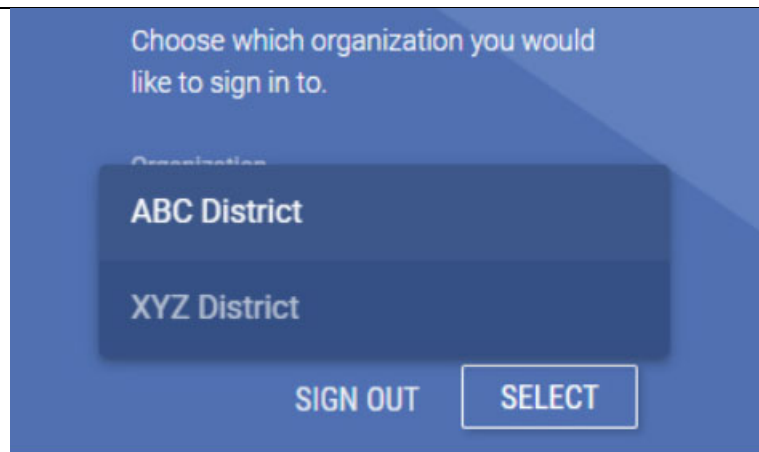
The key IS case sensitive.

Click Confirm



If you are or have been an employee in multiple districts in Ventura County, you will see a dropdown of the available organizations.


Once logged in, you can switch between them.



Other Notes

1. Your session will timeout if 30 minutes pass between web requests
2. You will have to change your password every 100 days
3. You will be notified 15 days before your password expires
4. You cannot use your 5 prior passwords
5. You will be locked out of the system for 15 minutes after 5 unsuccessful sign-in attempts

Employee Online Portal

 Invalid login

ESCAPE

TECHNOLOGY

Two Factor Authentication (2FA)

Enter your Username and Password
Choose to have your Authentication key sent by Email (to either the Work or Personal email address from your Escape Employee record)

or to your Cell Phone

click Send Code

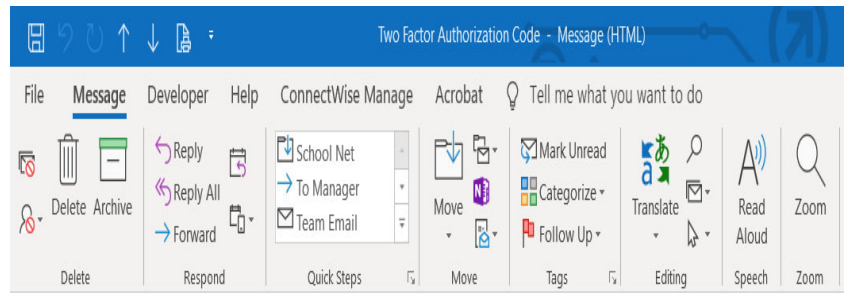
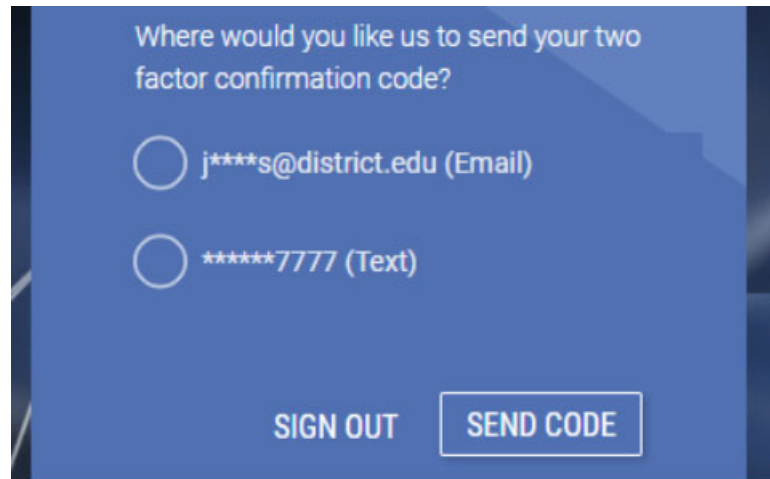
User device information changes that will cause 2FA:

- 2FA will be required for each browser used.
- Cookie expiration is 4 months.
- 2FA will be required for each device used.
- 2FA will be required each time user logs in with a different device unless they specify “don’t remember this computer” (default) when entering confirmation key, then it will be required every time.
- 2FA will be required every 90 days

You must enter the key from the Email or the text to your Cell Phone within 5 minutes, or you will have to start the authentication process again.

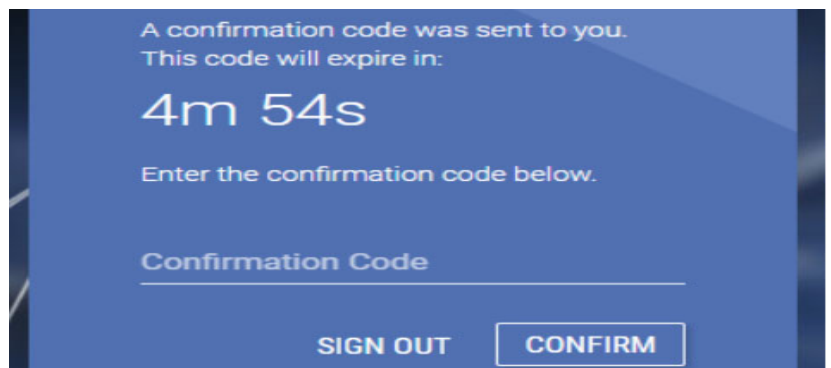
The key IS case sensitive.

Click Confirm


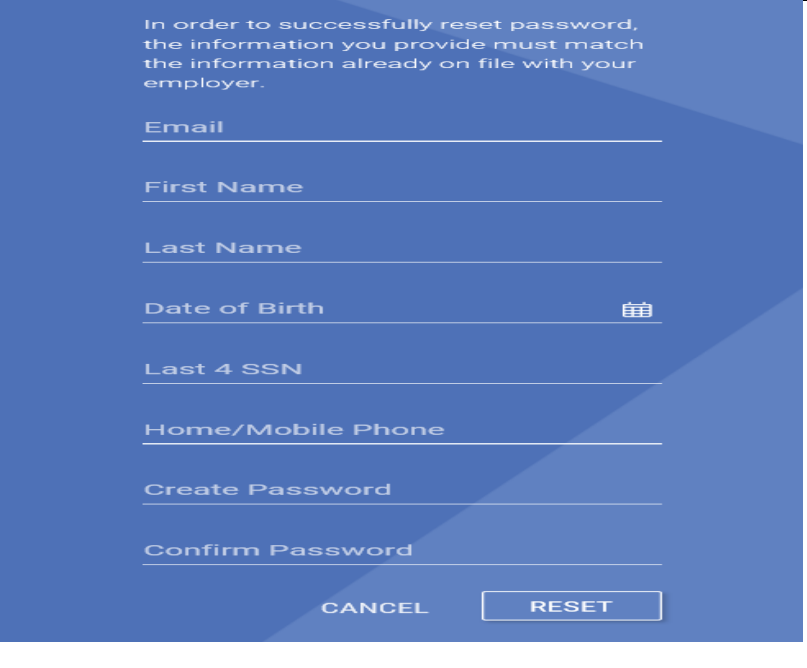


Fri 10/25/2019 1:19 PM
 MyEscape <maintmyescape@vcoe.org>
Two Factor Authorization Code
To: Anne Mercer

Employee Online Portal Identification Code: 873346



Employee Online Portal

Password reset	
<p>If you forget your password</p> <p>Click Forgot password</p>	
<p>Enter your</p> <p>The email address you used to register</p> <p>First Name (not case sensitive)</p> <p>Last Name (not case sensitive)</p> <p>Date of Birth (formatted)</p> <p>Last 4 of SSN</p> <p>Home or Cell Phone Number</p> <p>Use the TAB key or mouse click to move between the fields</p> <p>Click on RESET to update your password.</p>	

If you have trouble logging in, please submit a Staff/Faculty Technology Support Request Ticket for assistance.