

# GUIDE FOR ACCESS TO ESCAPE EMPLOYEE PORTAL

SCHOOL BUSINESS ADVISORY SERVICES (SBAS)  
TECHNOLOGY SERVICES (TS)

*“Commitment to Quality Education for All”*



<https://myescape.vcoe.org>

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Sign in (with existing registration)

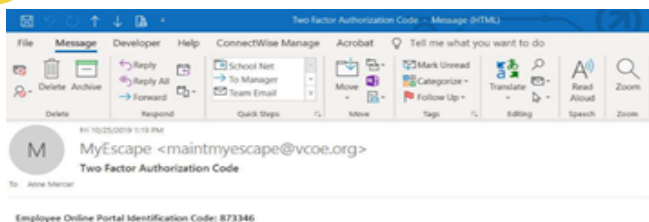
## Creating an Account

- Open a browser (chrome, firefox, edge, safari)
  - Navigate to the Portal at <https://myescape.vcoe.org>
  - Click on **Create a new user?**
  - 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
- If any of the data does not match the information in your Escape Employee record, you will see this error
- ⚠ Information given does not match any records on file.**
- You will get an email from [MyEscape@vcoe.org](mailto: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**

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New Account Registration

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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.

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## Tips

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

## 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 and 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**

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## FAQs

Q: Can an employee use a non-LEA email address?

A: Yes, this would allow an employee to access their payroll info after leaving your LEA.

Q: I have worked at multiple education agencies in Ventura County. Do I need separate logins?

A: No, you are linked based on private employment data.

Q: How can I change my phone number?

A: If your LEA has enabled the feature to allow you to update this data, you will be able to change it. Your HR/Payroll staff will then approve the change.

Q: How do I find my login info?

A: With a few key pieces of information (legal name, date of birth, last 4 of SSN, home phone, cell phone, home email), you will be able to retrieve your login info and change your password. If you do not have this information, you will need to contact your HR/Payroll department for assistance.

Q: What can I see in the employee portal?

A: You will be able to see pay check info, W2s, leave balances, credential information, and more.

Q: Can a person that is a substitute use the portal?

A: Yes and you will have access to all VCOE LEAs that use Escape for payroll processing.

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## If you forget your password Click Forgot password

- Enter the email address you used to register
- 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

Need Help? Please contact your payroll department.