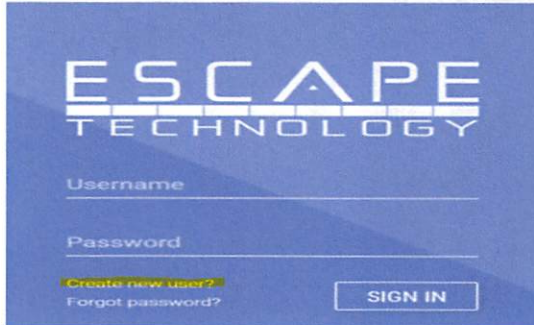


Employee Portal Registration Instructions

- A. Enter the following employee portal link in the address bar of a web browser
<https://shastaportal.xcoe.online/>
- B. **Create an internet favorite or bookmark the employee portal sign-in page for future access**
- C. On the Sign-in page, click the **Register as a new user?** link located at the bottom of the page



- D. Complete the following fields of the screenshot pictured below

The information entered is validated against your employee management record


1. Email Address: enter your work email address
2. First Name: enter your first name as it appears on your paycheck
3. Last Name: enter your last name as it appears on your paycheck
4. Date of Birth: enter your date of birth. Include the forward slashes (mm/dd/yyyy)
5. SS # last 4 digits: enter the last four digits of your SSN

The Password is created by the employee

6. Password: choose a password that is a minimum of 8 characters
7. Confirm Password: enter password again
8. Press Register button

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

Email
jjones@district.edu

Date of Birth
03/20/1965 

Last 4 SSN

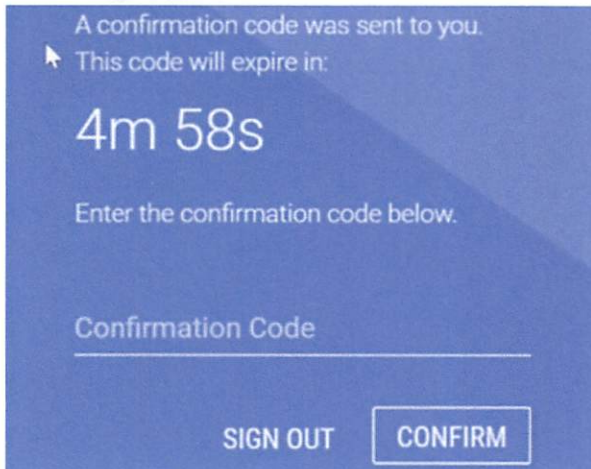
Create Password

Confirm Password

If any if the information does not match your employee record, you will receive a warning indicating that the information given does not match any records on file. Verify that your First and Last Name are entered as they appear on your paycheck and Date of Birth has been entered in mm/dd/yyyy y format

- E. Once your entries have been validated against you employee management record, you will be prompted to enter a Confirmation Key.

For assistance with setting up your employee portal account contact Human Resources at ###-####



- F. *The confirmation key is sent to your work email address.*

Example Email

From: Escape Notifications
Subject: Employee Online Portal: New User Registration Confirmation
Your Username is: example@shastacoe.org
You must enter this confirmation key within the next 5 minutes. Confirm key: h2d4d2ru

- G. Enter (or copy and paste) the confirmation key provided in the email in the *Confirmation Code* field and press Confirm button
- H. Once logged in, navigate the portal via the menu at the left

For assistance with setting up your employee portal account contact Human Resources at ###-####