



ESCAPE EMPLOYEE ONLINE PORTAL

Via the Portal, employees can access their own personal contact information as well as view pay stubs, W2s and employees can make changes to taxes and demographic information.

Employees can submit a request to change federal and state withholdings, or request a demographic change, such as a change to their home address. These requests would then be routed through an approval process at the District Office to the HR and Business Department before posting to Escape Online and notifying the employee of the change via email.

INSTRUCTIONS FOR EMPLOYEES

Using any browser, enter the following URL in your web browser address bar: <https://GlennPortal.xcoe.online>

*****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 EMPLOYEE ONLINE PORTAL

ESCAPE TECHNOLOGY

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

Email _____

Last Name _____

Date of Birth _____

Last 4 SSN _____

Create Password _____

Confirm Password _____


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

Password requirements:

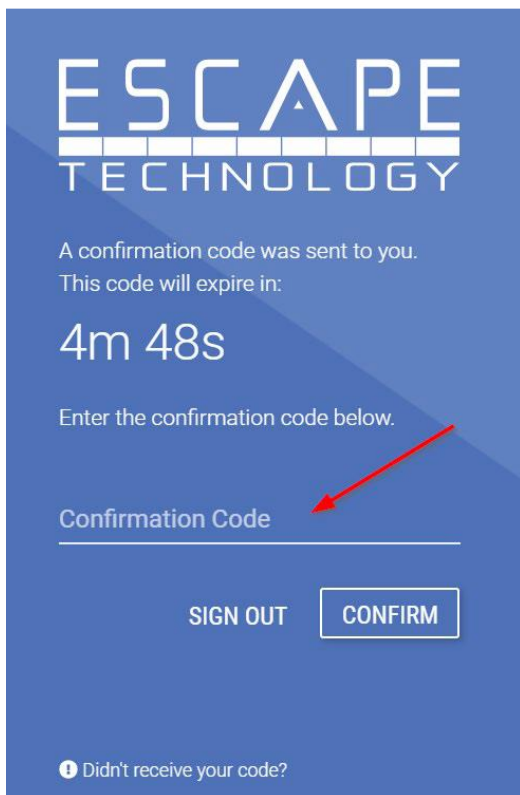
- ✗ Contains at least 8 characters
 - ✗ Contains 1 lower case character(s)
 - ✗ Contains 1 upper case character(s)
 - ✗ Contains 1 numerical character(s)
 - ✗ Contains 1 special character(s)
- ~!@#\$%^&*()_+="/?.,><"':;[]\`

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

 Information given does not match any records on file.

Make the appropriate changes and select 'REGISTER' again. ***If you receive this error again, please contact your HR Department to determine the discrepancy.***



ESCAPE
TECHNOLOGY

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

4m 48s


Enter the confirmation code below.

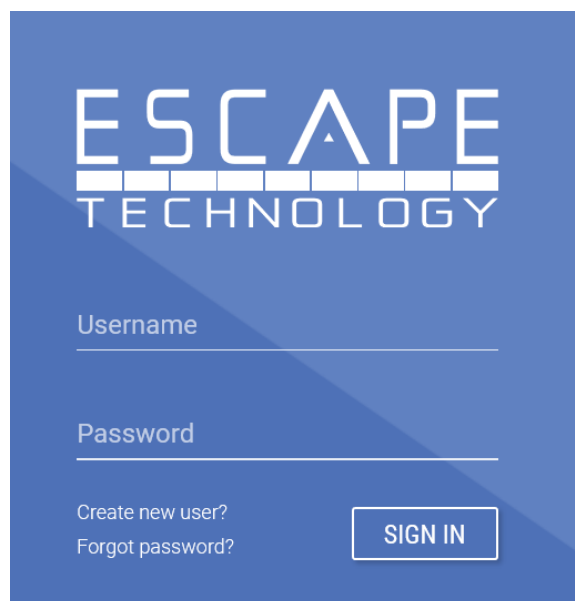
Confirmation Code

SIGN OUT CONFIRM

Didn't receive your code?

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. 



ESCAPE
TECHNOLOGY

Username

Password

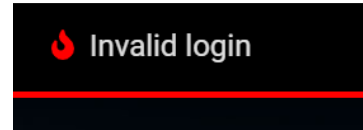
Create new user?
Forgot password?

SIGN IN

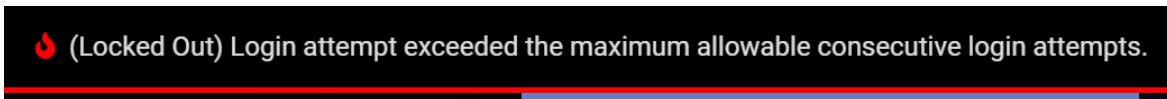
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RESET PASSWORD AND LOCKED ACCOUNT

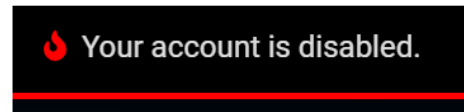
If at any time after you have successfully registered with the Portal and you are trying to login, if you key in the incorrect password, you will receive the following error: →



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



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



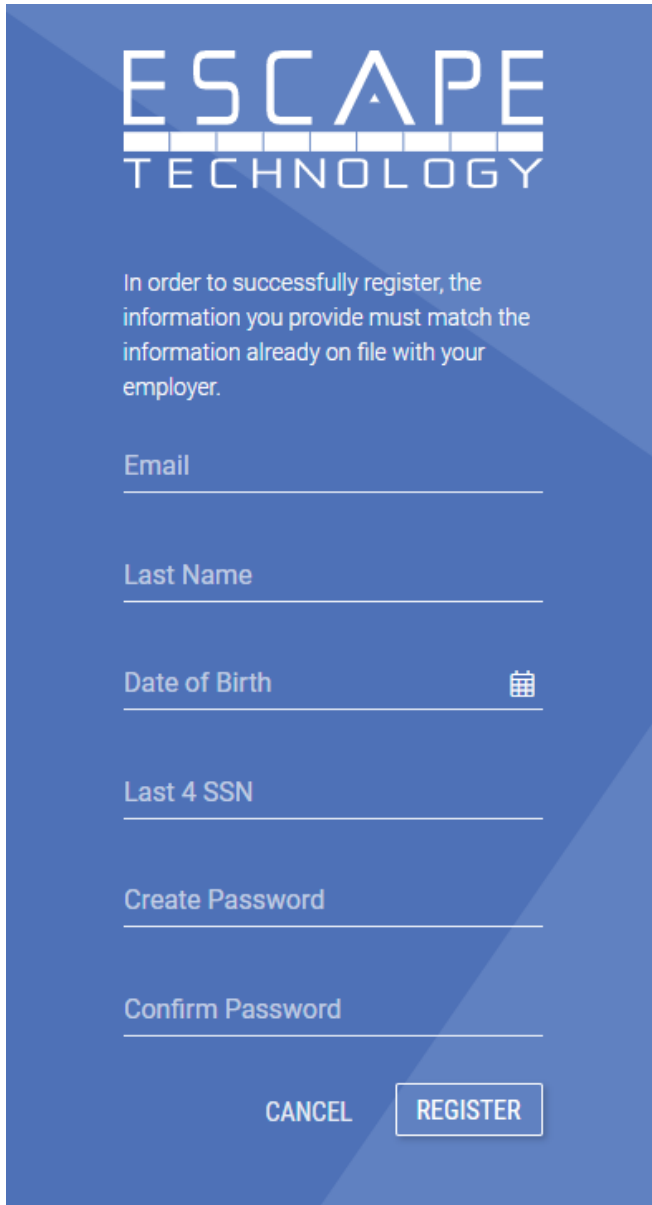
Your account can be reset in one of 3 ways:

1. After waiting 5 minutes, the account will reset on its own and you can try to login again, or
2. designated district staff with the applicable user-based activity permissions may be able to perform the task in Employee Management, or
3. **designated staff at the district** can contact GCOE to unlock your account.

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?"

A blue rectangular box representing the login portal. At the top, the word "ESCAPE" is written in large white letters, with "TECHNOLOGY" in smaller white letters below it. Below the logo, there are two input fields: "Username" and "Password". At the bottom left, there are two links: "Create new user?" and "Forgot password?". A red arrow points to the "Forgot password?" link. At the bottom right, there is a white button with the text "SIGN IN" in black.

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ESCAPE TECHNOLOGY

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

Email

Last Name

Date of Birth 

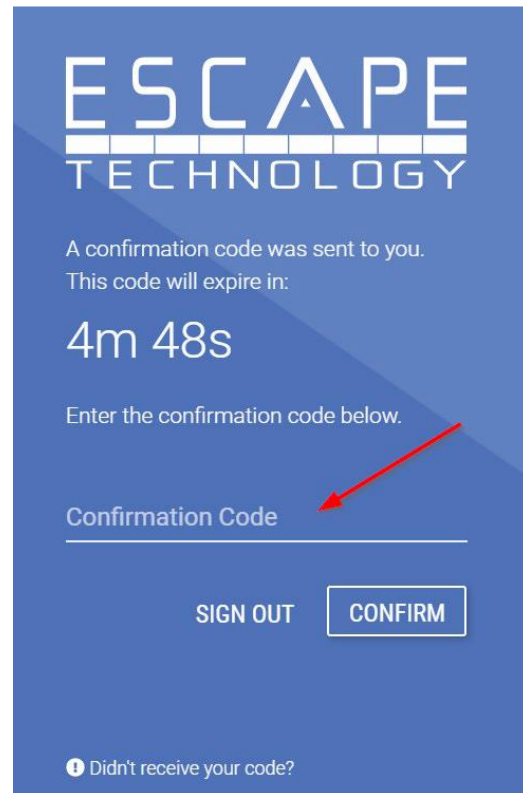
Last 4 SSN

Create Password

Confirm Password

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.**




ESCAPE TECHNOLOGY


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

4m 48s

Enter the confirmation code below.

Confirmation Code



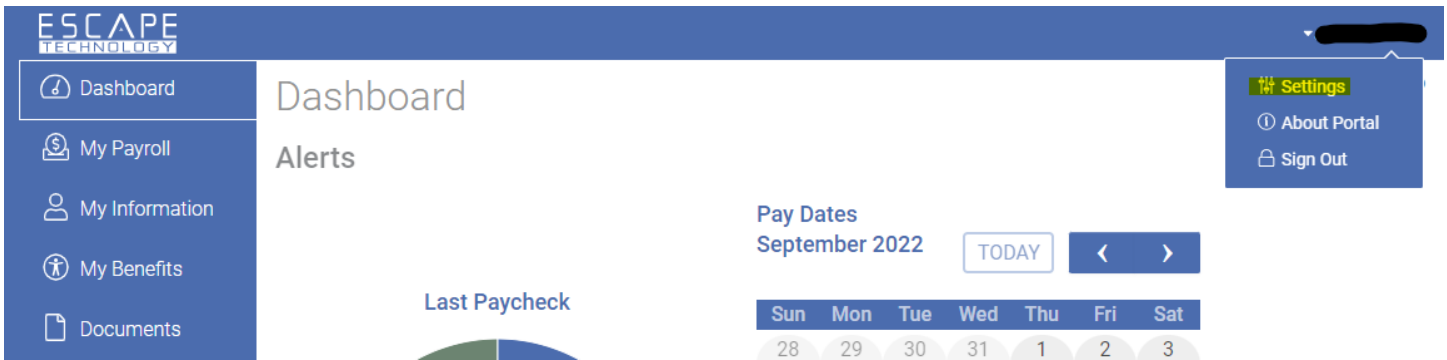
 Didn't receive your code?

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EMPLOYEE DASHBOARD

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:



Username
[Redacted]@husdschools.org
CHANGE

Password
●●●●●●
CHANGE

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

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

Change Password [X]

Current Password

New Password

Confirm New Password

CLOSE **CHANGE**

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From the Dashboard, you can explore the various menu options. Please note that popup blockers will block you from seeing attachments (if any) 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.
- W2 Statements – Provides links to W2 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.
- Withholding Changes – Allows employees to submit a W-4 and DE 4 electronically for HR approval.

My Information

- Demographic information – Displays employee demographic information from the first tab of the Employee record, such as address/phone/emergency. Employees can submit change requests through the Portal for demographic information, including home phone, cell phone, home email, name, address, spouse info, emergency info, etc.
- Assignments – Lists an employee's past, current, and future assignments.
- Credentials – Lists an employee's current credentials.
- Education – Lists an employee's education records, including degrees, trainings, licenses, units, EL authorizations and assignment options (only displayed if information has been entered into Escape by District Office).
- Requirements – Lists an employee's requirements, including TB Expiration, Concussion Training, etc.

My Benefits

- Leave balances – please login to [Frontline/AESOP](#) to view your current leave balances.
- Health and Welfare benefits – Shows the current and past health and welfare benefits from the Employee record.

NOTES

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.