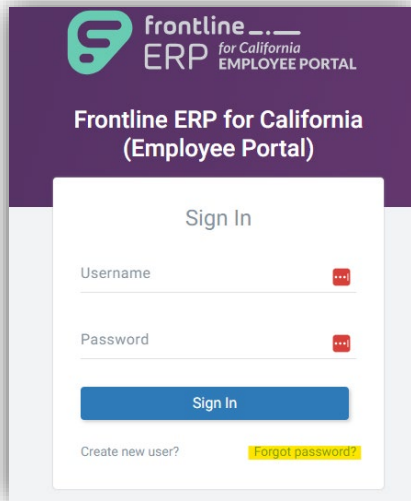


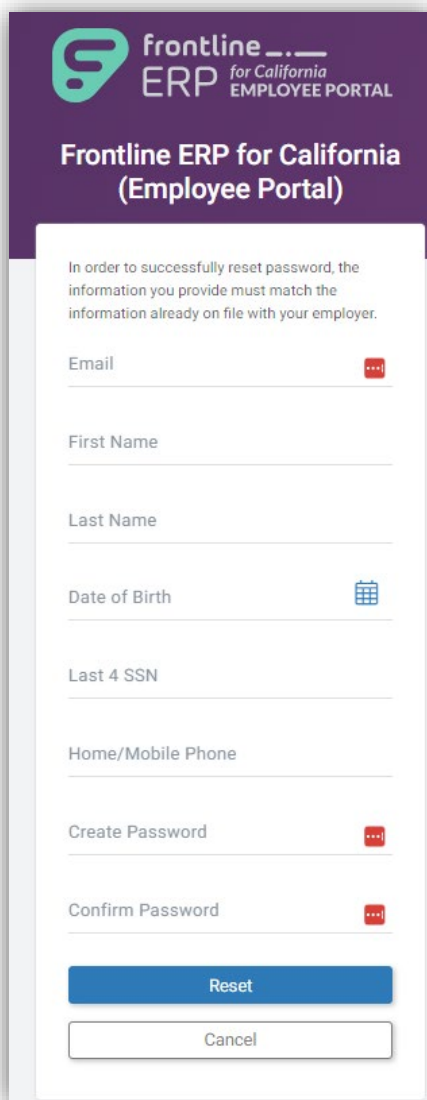
## Employee Portal Multiple Districts/Change District

Employee logs into Employee Portal at <https://portal.scoe.org/#/login> using **prior** Portal Access ID (email address).



The screenshot shows the 'Sign In' page of the Frontline ERP for California Employee Portal. The page has a purple header with the logo and text 'frontline ERP for California EMPLOYEE PORTAL'. Below the header, the title 'Frontline ERP for California (Employee Portal)' is displayed. The main content area is white and contains a 'Sign In' form with fields for 'Username' and 'Password', each with a red eye icon for toggling visibility. A blue 'Sign In' button is positioned below the fields. At the bottom of the form, there are links for 'Create new user?' and 'Forgot password?'.

- Sign in with prior email and password
- If you don't remember your password click on Forgot password?

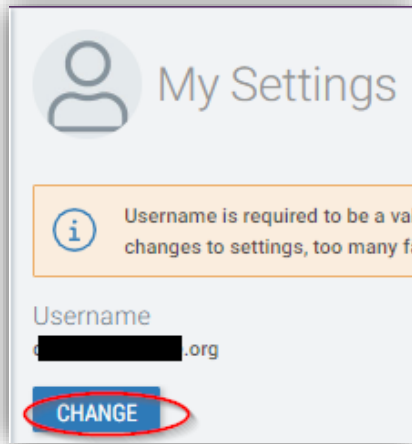
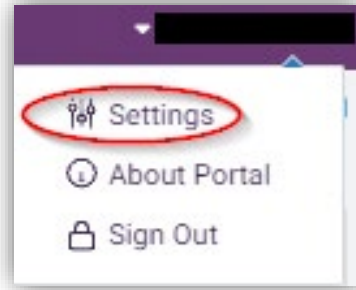


The screenshot shows the 'Reset Password' page of the Frontline ERP for California Employee Portal. The page has a purple header with the logo and text 'frontline ERP for California EMPLOYEE PORTAL'. Below the header, the title 'Frontline ERP for California (Employee Portal)' is displayed. The main content area is white and contains a form with the following fields: 'Email', 'First Name', 'Last Name', 'Date of Birth' (with a calendar icon), 'Last 4 SSN', 'Home/Mobile Phone', 'Create Password', and 'Confirm Password'. Each field has a red eye icon for toggling visibility. At the bottom of the form, there are two buttons: a blue 'Reset' button and a white 'Cancel' button.

Enter the information for your previous district in all fields, must match the employee record in Escape EXACTLY

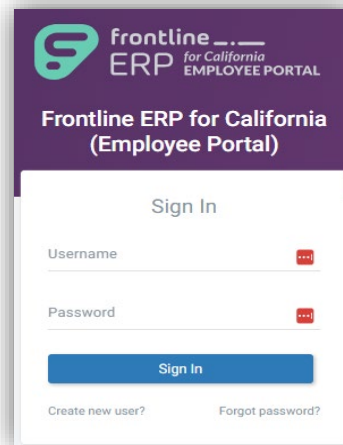
- Date of Birth: 6 digits 00/00/0000
- Home/Mobile Phone: 10 digits it will format automatically
- Create new password with 12 characters (Special Characters not required, the system doesn't like &, ? or !)
- Click RESET

- Once logged in go to the top right corner to click on your name
- Click on **Settings**



- Click on the CHANGE button and update to new email address
- Sign Out

- Go back into portal using new Username and password
- Click SIGN IN
- Choose the **CURRENT** Cell Number or Email Address to receive the 2-Factor authentication code



- You will now see a screen which displays a dropdown menu for Organization
- Click Organization  to choose the District
- SELECT to access new information

