

# Employee Portal Registration Instructions

- A. Enter the following employee portal in the address bar of a web browser  
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 on the *Create new user?* link
- D. Enter the following fields. Entries in these fields are validated to the entries in your employee record for a match.
  1. Email: enter your work email address
  2. First Name: enter your legal first name
  3. Last Name: enter your legal last name
  4. Date of Birth: enter your date of birth. Include the forward slashes, mm/dd/yyyy
  5. Last 4 SSN: enter the last four digits of your SSN
  6. Create Password: choose a password that is a minimum of eight characters
  7. Confirm Password: enter chosen password again
- E. Press the Register button
- F. Upon successful validation of your entries to your employee record, a confirmation code will be sent to your work email address
- G. Access your work email, obtain the six-digit two factor authentication code and enter it in the Confirmation Code field. If a cell phone number is in your employee record you will have an option to send the confirmation key to either your email address or email address on future logins
- H. Press the Confirm button
- I. If you have an employee portal account from another district on the COE system, you will be prompted to choose which organization you would like to view employee portal information for
- J. Once logged in, navigate the portal by clicking on the menu items at the left and viewing the tabs or documents within
  1. Dashboard
  2. My Payroll
  3. My Information
  4. My Benefits
  5. My Team (if you have direct report employees)
  6. Documents

Once your employee portal account has been created, you can manage your username, password and portal email address by clicking on your name in the upper right corner and clicking Settings. Please note that portal email is only for notifications regarding changes to settings, too many failed login attempts and resetting your password. Any communication from HR directing you to view documents in the employee portal will always be sent to your work email address.

If you forget your password use the Forgot password? link on the login page

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