Employee Online Portal

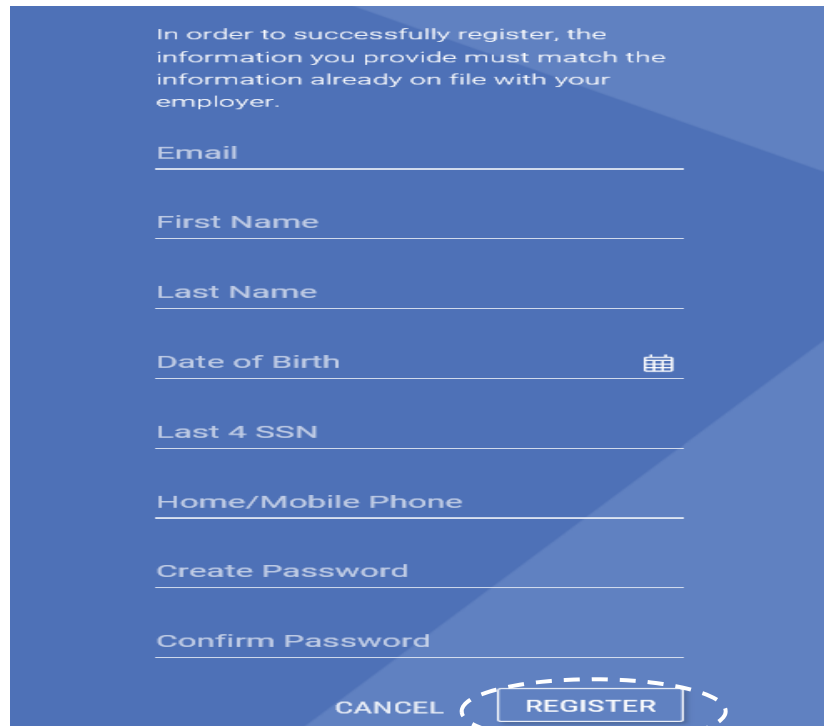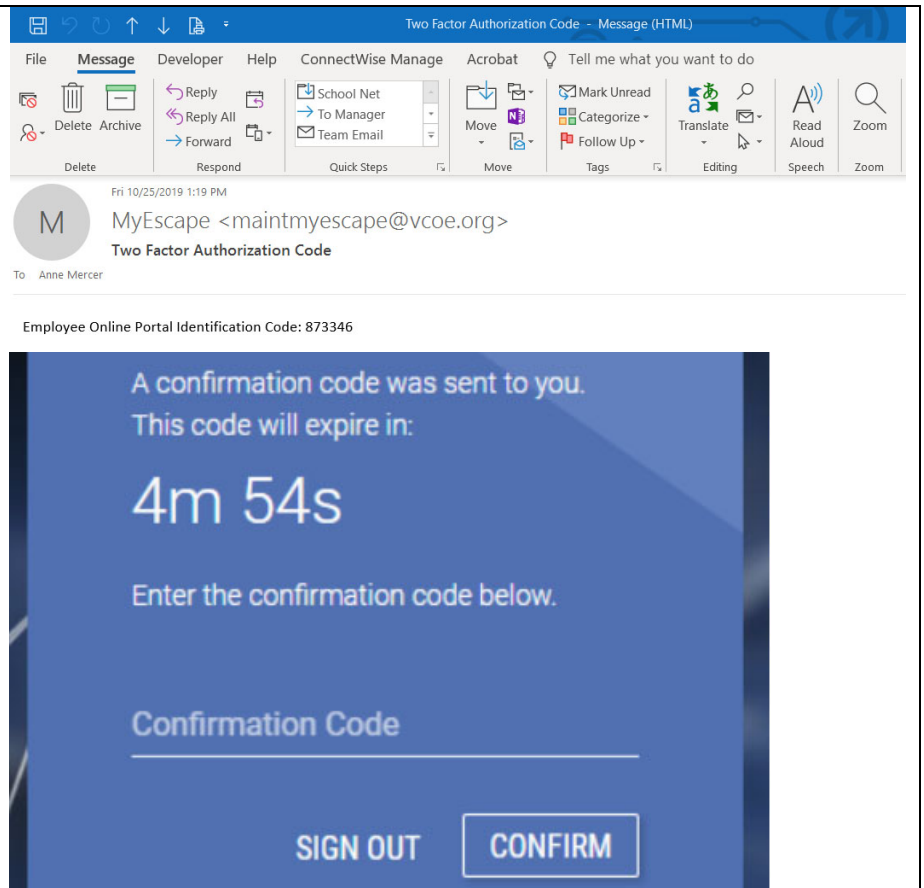| Register for Portal Access	
1. Open browser	ge 1 Sec 1 1/1 At 1" Ln 1 Col 1 start 🄴 Launch Internet Explorer Browser - Con
2. Navigate to the Portal at https://myescape.vcoe.org	← → 🄴 https://ep.vcoe.org 🔎 ▾ 🔒 → File Edit View Favorites Tools Help
3. Click on Create new user	ESCAPE TECHNOLOGY Username Password Create new user? Forgot password? SIGN IN
4. 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	In order to successfully register, the information you provide must match the information already on file with your employer. Email First Name Last Name Date of Birth 🗓 Last 4 SSN Home/Mobile Phone Create Password Confirm Password CANCEL REGISTER
5. 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.
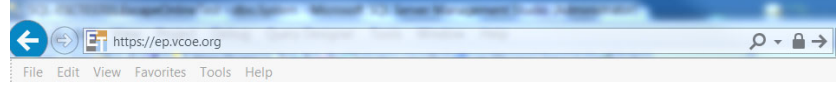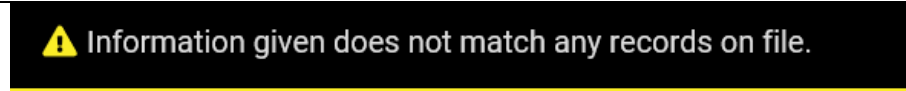
|	
6. You will get an email from "MyEscape@vcoe.org" with your Username and confirmation key You must enter the key from the email within 5 minutes, or you will have to start the registration process again. The key IS case sensitive. Click Confirm	
If you are or have been an employee in multiple districts in Ventura County, you will see a dropdown of the available organizations. Once logged in, you can switch between them.	
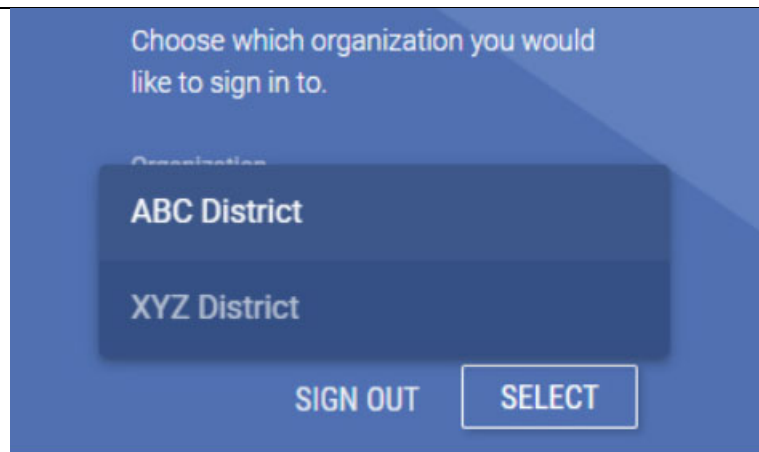
Other Notes

1. Your session will timeout if 30 minutes pass between web requests

2. You will have to change your password every 100 days

3. You will be notified 15 days before your password expires

4. You cannot use your 5 prior passwords

5. You will be locked out of the system for 15 minutes after 5 unsuccessful sign-in attempts

🔥 Invalid login

ESCAPE
TECHNOLOGY

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

click Send Code

Where would you like us to send your two factor confirmation code?

◯ j****s@district.edu (Email)

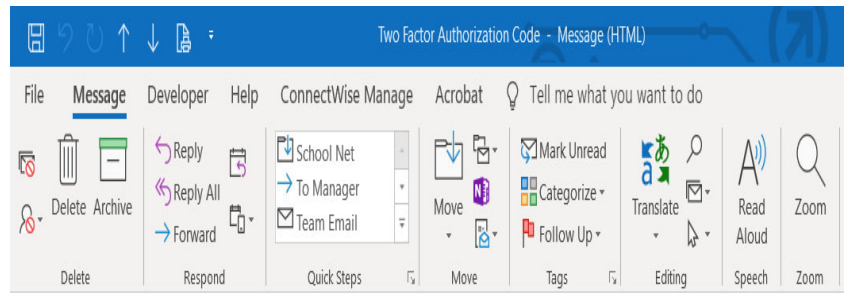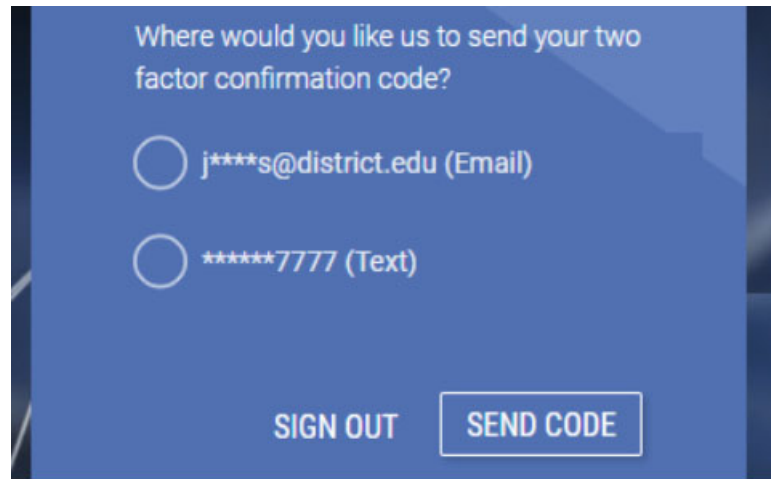◯ ******7777 (Text)

SIGN OUT   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

Two Factor Authorization Code - Message (HTML)

File   Message   Developer   Help   ConnectWise Manage   Acrobat   Tell me what you want to do

Delete Archive | Reply, Reply All, Forward | School Net, To Manager, Team Email | Move | Mark Unread, Categorize, Follow Up | Translate | Read Aloud | Zoom

Delete   Respond   Quick Steps   Move   Tags   Editing   Speech   Zoom

Fri 10/25/2019 1:19 PM

M   MyEscape <maintmyescape@vcoe.org>
Two Factor Authorization Code

To   Anne Mercer

Employee Online Portal Identification Code: 873346

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.
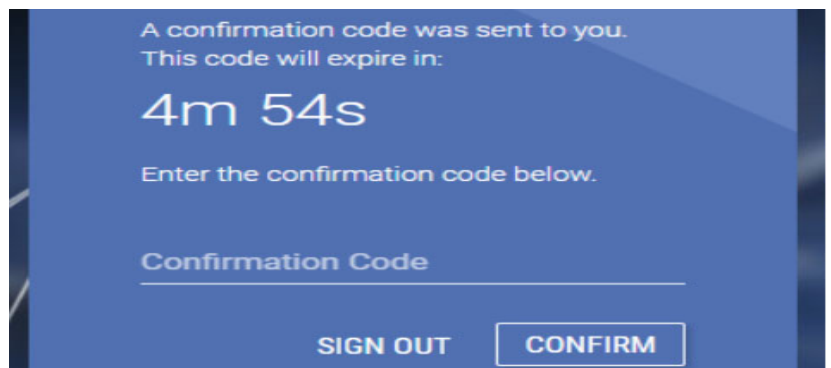
The key IS case sensitive.

Click Confirm

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

4m 54s

Enter the confirmation code below.

Confirmation Code

SIGN OUT   CONFIRM

Employee Online Portal

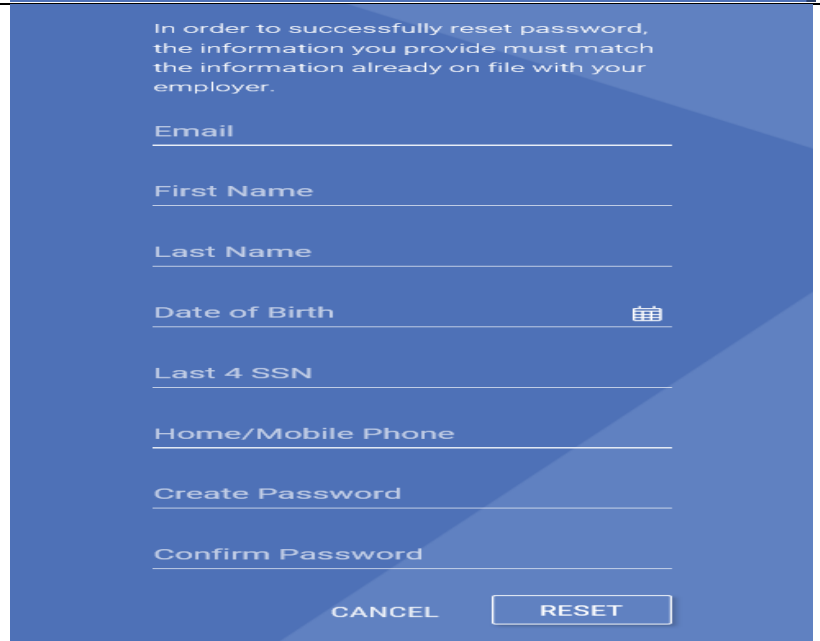| Password reset	
If you forget your password Click Forgot password	ESCAPE TECHNOLOGY Username Password Create new user? Forgot password?　　　　　SIGN IN
Enter your The email address you used to register First Name (not case sensitive) Last Name (not case sensitive) Date of Birth (formatted) Last 4 of SSN Home or Cell Phone Number Use the TAB key or mouse click to move between the fields Click on RESET to update your password.	In order to successfully reset password, the information you provide must match the information already on file with your employer. Email First Name Last Name Date of Birth Last 4 SSN Home/Mobile Phone Create Password Confirm Password CANCEL　　RESET

If you experience any issues please contact: