

Escape Employee Online Portal

- Through the Employee Portal, Employees can access their own personal contact information, Benefits and Leaves, pay stubs, reimbursements` `W2s.
- Employees can try different scenarios for changes to taxes, including marital status, allowances, additional deductions and more.
- Employees can submit a request to change federal and state withholdings, demographic changes, such as their home address or emergency contact. These requests would then be routed through an approval process before posting to Escape’s Employee Management, 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://humboldtportal.xcoe.online/>

*****First time users will need to register on the portal*****

- Select ‘**Create new user?**’



The screenshot shows the Escape Technology login portal. At the top, the logo reads "ESCAPE TECHNOLOGY" in white text on a blue background. Below the logo 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 "Create new user?" link. At the bottom right, there is a white button with the text "SIGN IN".

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

CANCEL

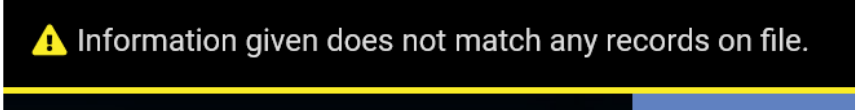
REGISTER

- Fill out all the information fields in the registration window – **the information MUST match what your employer has on file in Escape**
- The email address should be your work-provided email address, unless you've provided a personal email address, due to using a non-unique email address such as admin@school.org.
- Once the fields are complete, select REGISTER

Password Rules:

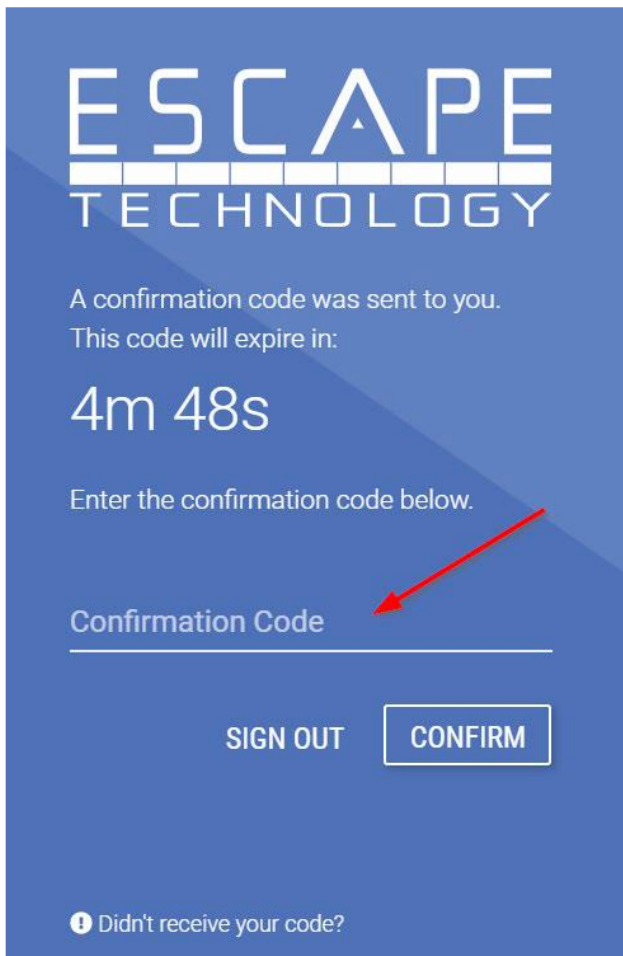
- ✗ Contains at least 8 characters
- ✗ Contains 1 lower case character(s)
- ✗ Contains 1 upper case character(s)
- ✗ Contains 1 numerical character(s)

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



Make the appropriate changes and select 'REGISTER' again.

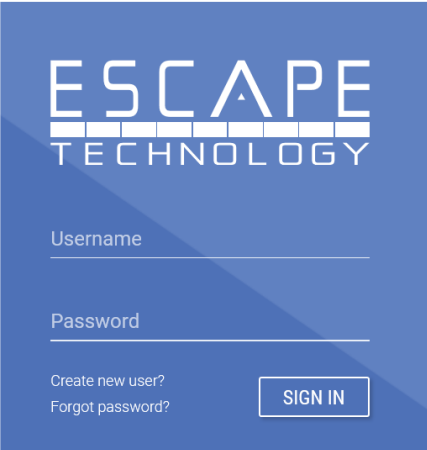
If you receive this error again, please contact your HR Department to determine the discrepancy.



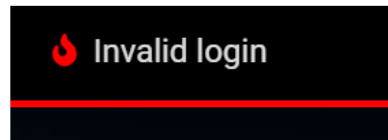
- After the information you keyed is accepted, check your work email for the confirmation code.
- Key the code received into the window (*code expires after 5 minutes*).
- Select CONFIRM

You are now ready to explore the Escape Online Portal!

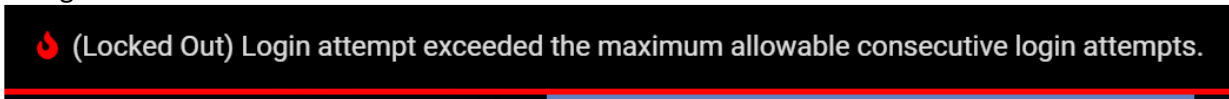
- Enter your work email and newly established password and select SIGN IN.

A blue rectangular login form for Escape Technology. At the top, the logo "ESCAPE TECHNOLOGY" is displayed in white, with "ESCAPE" above "TECHNOLOGY" and a horizontal line between them. Below the logo are two input fields: "Username" and "Password", each with a white underline. At the bottom left, there are two links: "Create new user?" and "Forgot password?". At the bottom right, there is a white rectangular button with the text "SIGN IN" in blue.

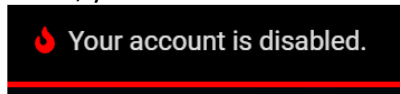
- If at any time after you have successfully registered with the Portal and you are trying to login, if you key in the incorrect password, you will receive the following error:



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. Your district's Personnel staff can unlock your account
 3. **Designated staff at your district** can contact HCOE 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 login form for Escape Technology, identical to the one shown above. However, a red arrow points to the "Forgot password?" link at the bottom left of the form.

ESCAPE TECHNOLOGY

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 

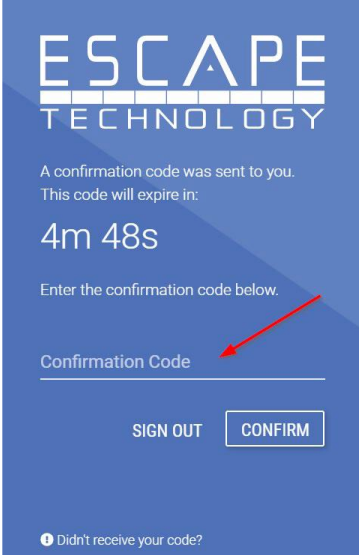
CANCEL

RESET

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 

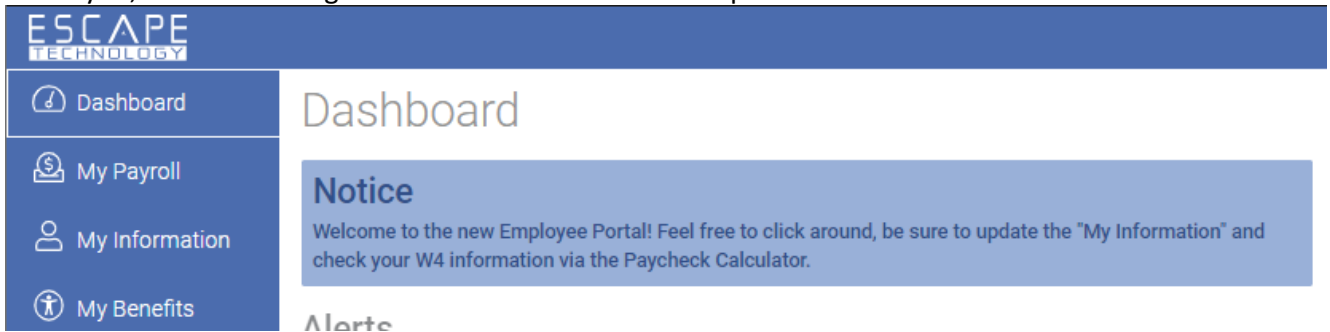
SIGN OUT CONFIRM

 Didn't receive your code?

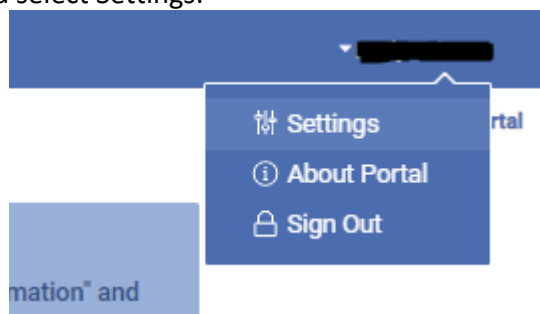


If you've worked in more than one district within Humboldt County, you may be asked to choose an Organization after successful logon. Use the dropdown to choose which district and then click SELECT

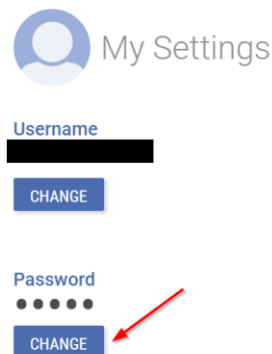
Once you are logged in, you will land on the Dashboard where you may see any Alerts that your district sends you, as well as being able to select from the menu options on the left hand side.



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:



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



Dashboard

From the Dashboard, you can explore the various menu options. Please note that popup blockers will block you from seeing attachments 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.
- Reimbursements - Displays a configurable number of months of employee reimbursements, if processed in AP with EmpID.
- 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. Here, you can submit change requests including home phone, cell phone, home email, name, address, spouse info, emergency info, and more.
- Assignments – Lists an employee's past, current, and future assignments
- Credentials – Lists an employee's credentials. Does not include archived records.
- Education – Lists an employee's education records, including degrees, trainings, licenses, units, EL authorizations and assignment options.
- Requirements – Lists an you requirements, including TB Expiration, Medical Training, etc.

My Benefits

- Leave balances – shows the leave balances that a district has chosen to display.
- Leave uses – Shows the leave transactions for the balances shown, including pending transactions.
- Health and Welfare benefits – Shows the current and past health and welfare benefits from the Employee record.
- Dependents – Shows minimal information from the active dependent records for the employee, including medical flag for ACA purposes.

My Team – only shown if an individual holds a position defined as a Supervisor in Escape.

- Direct Reports – Displays employees with addons or positions that are related to the supervisor, as defined by the Supervisor Position in the Position Detail or Addon setup. Ability to drill down to a configurable level in the organization.
- Employees – Drills down to employee demographics, assignments, education, requirements and leaves.
- Current Vacancies – List of current vacancies.

- Upcoming Evaluations – Displays scheduled evaluations, including scheduled date, type and evaluator.
- Upcoming Leaves – List of upcoming and recent leaves.

Documents

- New Documents – Displays documents for employee review. Includes response lookups, as appropriate.
- Document Repository – Displays a history of documents to which the employee has responded.