

Hello,

'Escape' is the new HR/Pay/Finance software for SCSOS. The 'Escape Online Employee Portal' allows you to view your information in the system, to include personal, payroll (to include W-2 & direct deposit), position, leave, history, education, credential, and requirements data.

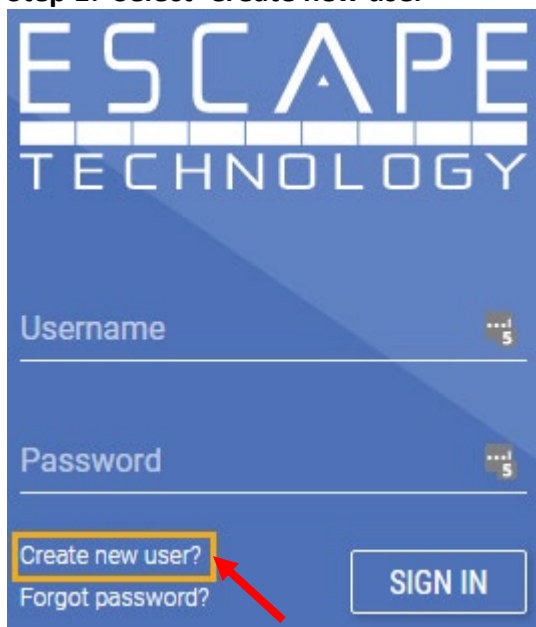
You should send an e-mail to [hr@sutter.k12.ca.us](mailto:hr@sutter.k12.ca.us) if you:

- Receive an error "Information given does not match any records on file" when creating a portal account (your work or personal e-mail address may be incorrect/incomplete)
- Notice incorrect data in the portal that needs to be updated, such as personal or work e-mail, home address, or home phone (do not send for fields with 'No Information' at this time)

There is not a mobile app currently available, however, the portal is mobile friendly and can also be viewed from your smartphone or tablet.

In order to create portal user account, go to <https://sutterportal.xcoe.online> and then follow the steps below.

Step 1: Select 'Create new user'



ESCAPE  
TECHNOLOGY

Username 5

Password 5

Create new user?  
Forgot password?

SIGN IN

**Step 2: Input your information exactly as it is stored in your Escape employee record. If you have question, contact your HR/Admin staff.**

**ESCAPE TECHNOLOGY**

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

Enter your work e-mail address. If that does not work enter your personal e-mail address

Enter your First and Last names exactly as they appear on your payroll check or stub

Enter date of birth in format MM/DD/YYYY

Email

First Name

Last Name

Date of Birth

Last 4 SSN

Create Password

Confirm Password

CANCEL REGISTER

A red arrow points to the REGISTER button.

**Step 3:** After successfully registering, you should instantly receive an e-mail from "[EscapeNotification@sutter.k12.ca.us](mailto:EscapeNotification@sutter.k12.ca.us)" with a code.



**Step 4 :** Click on Confirm.