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.
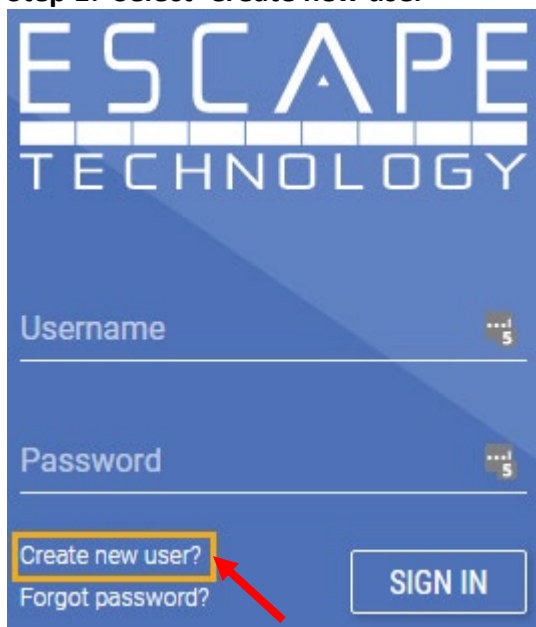
You should send an e-mail to hr@sutter.k12.ca.us if you:

- 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 <u>incorrect</u> 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'

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

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

Step 4 : Click on Confirm.