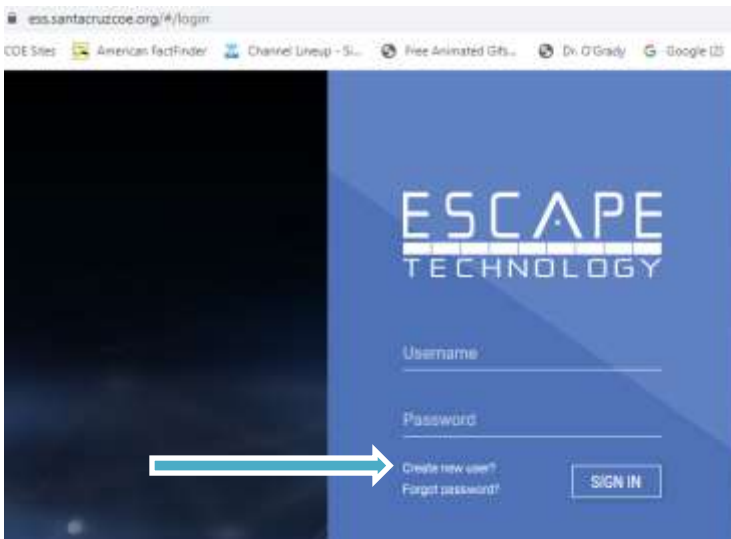


Escape Employee Portal

Employee portals allow you to do the following things without needing Elizabeth's help:

- Access W-2s back to 2019
- Access paycheck stubs and reimbursement requests back to 2019
- Change your address, phone number, personal email address, etc.
- Change your tax withholdings information

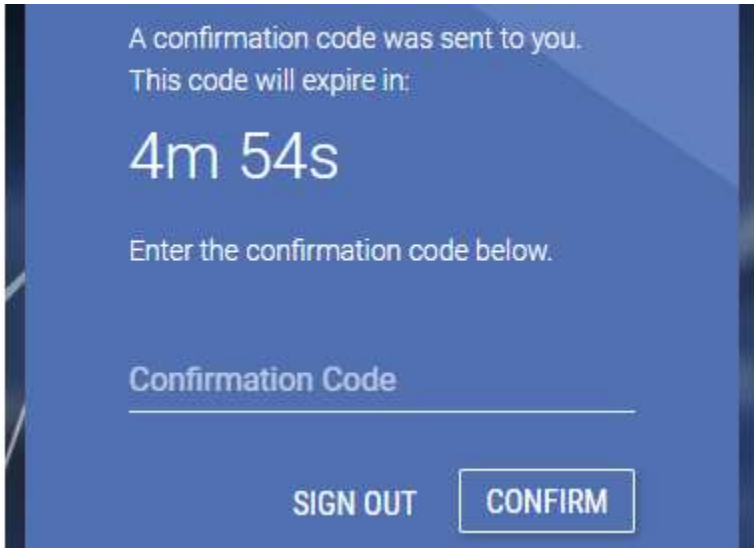
Go to the Website: The website to access the Employee Portal is: <https://santacruzportal.xcoe.online>. This is web based, so can be accessed through PC, Mac, Cellphone, Tablet etc.



Create New User: At the first screen - click on “Create new user?” Then on the next screen fill in all of the information, (use your work email, if you have one with the district), then click on register. Use your legal first and last name, as they appear on your government ID.



Confirm Your Email Address: You will then receive a confirmation code via email. You will have 5 minutes to enter the confirmation code to complete the registration.




A confirmation code was sent to you.
This code will expire in:
4m 54s
Enter the confirmation code below.

Confirmation Code

SIGN OUT CONFIRM

That's all there is to registering!

If You Get an Error: If you receive this message:  Information given does not match any records on file. check to be sure you haven't made any errors when entering the information.

If you are still unable to register you will need to contact Elizabeth Andrews. She will confirm the email address as well as the other personal information we have on file for you and help you get registered.

Use the Portal: Next time you log in, **your username will be your full email address.**

Please be sure to choose a password that you can remember. If you forget your password and try to login too many times, you will be locked out for 10 minutes, and you must wait at least 10 minutes to try again. If you simply cannot remember your password use the "Forgot Password?" link to create a new one.