

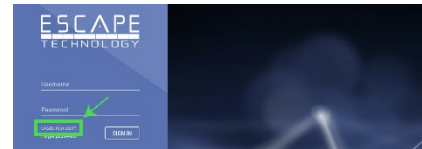


Technology Services

MyPortal – Getting Started

Get started by creating an account today:

1. Visit **myportal.scusd.edu** and click "Create New User?"



2. Enter the information requested. Note that your information must be entered *exactly* as it appears in District records. Contact Human Resources at 916-643-9050 with any questions about your employee record.

Password created needs to adhere to the following district password standards:

- 12 character password
- Complex password rules will be followed:
 - Must contain at least one upper case letter, one number, and one symbol

A screenshot of the ESCAPE TECHNOLOGY registration form. The form is on a blue background with the ESCAPE TECHNOLOGY logo at the top. Below the logo, there is a message: "In order to successfully register, the information you provide must match the information already on file with your employer." The form includes fields for "Email", "First Name", "Last Name", "Date of Birth" (with a calendar icon), "Last 4 SSN", "Create Password", and "Confirm Password". At the bottom, there are "CANCEL" and "REGISTER" buttons.

Look for a confirmation code in your email In Box and type it into the verification screen within the allotted time.

A screenshot of the ESCAPE TECHNOLOGY verification screen. The screen is on a blue background with the ESCAPE TECHNOLOGY logo at the top. Below the logo, there is a message: "A confirmation code was sent to you. This code will expire in: 4m 57s". Below this, there is a prompt: "Enter the confirmation code below". There is a "Confirmation Code" input field. At the bottom, there are "SIGN OUT" and "CONFIRM" buttons.

After you have signed up, access **MyPortal** at **myportal.scusd.edu** 24 hours a day, 7 days a week to get HR, Benefits and Payroll information at your convenience.