

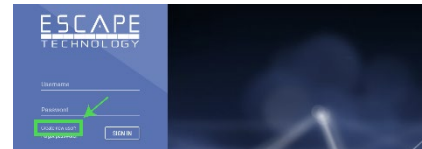


## Technology Services

### 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.

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 contains several input fields: "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.

3. 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 has 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." and a "Confirmation Code" input field. At the bottom, there are "SIGN OUT" and "CONFIRM" buttons.

4. 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.

Please contact the Technology Services Support Desk at [support@scusd.edu](mailto:support@scusd.edu) with any questions regarding **MyPortal**.