

Hello,

'Escape' is the new HR/Pay/Finance software for East Nicolaus High School. 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.

Since we recently migrated to Escape not all data has been entered from other systems yet, so if you find fields with no data please be patient as we are aware and will continue to build those records.

You should send an e-mail to [rickg@sutter.k12.ca.us](mailto:rickg@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 a portal user account, go to <https://sutterportal.xcoe.online> and then follow the steps below.

Step 1: Select 'Create new user'



ESCAPE  
TECHNOLOGY

Username

Password

Create new user?  
Forgot password?

SIGN IN

Step 2:

The image shows a registration form for ESCAPE TECHNOLOGY. The form is set against a blue background with the company logo at the top. Below the logo, a message states: "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" (with a magnifying glass icon), "Create Password", and "Confirm Password". At the bottom, there are "CANCEL" and "REGISTER" buttons. Three blue callout boxes provide instructions: the first points to the Email field, the second to the First and Last Name fields, and the third to the Date of Birth field.

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

Step 3: After successfully registering, you should instantly receive an e-mail from "[EscapeNotification@sutter.k12.ca.us](mailto:EscapeNotification@sutter.k12.ca.us)" at the address you used to register with a confirmation code that **must** be entered within 5 minutes. (Please check junk folders as well)

# ESCAPE TECHNOLOGY

A confirmation code was sent to you.  
This code will expire in:

4m 42s

Enter the confirmation code below.

Confirmation Code

---

[SIGN OUT](#)

[CONFIRM](#)