
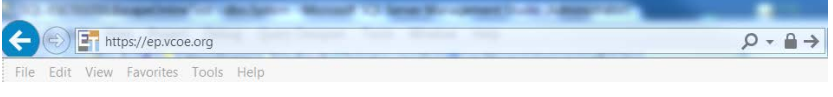
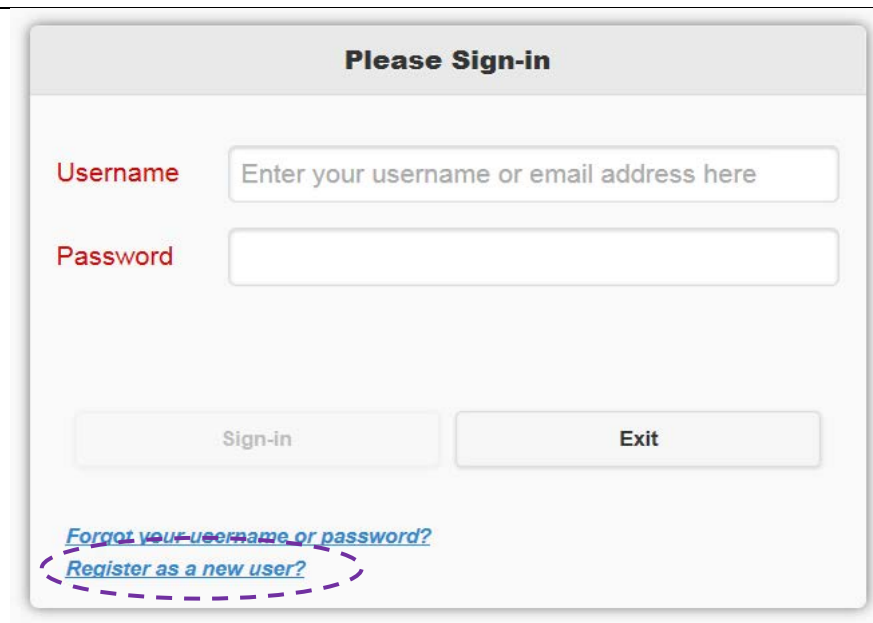
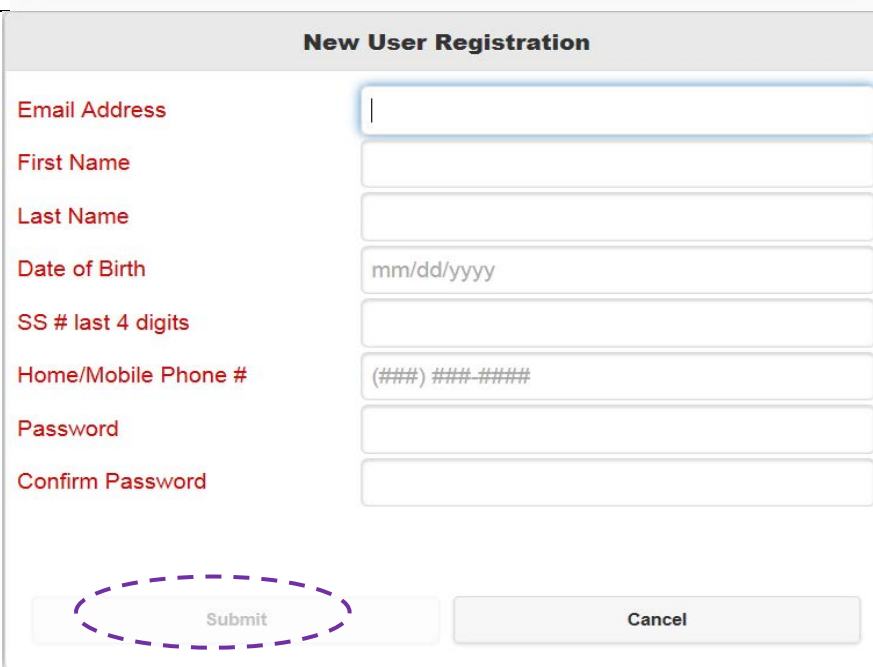


# Employee Online Portal

<b>Register for Portal Access</b>	
1. Open browser	
2. Navigate to the Portal at <a href="https://ep.vcoe.org">https://ep.vcoe.org</a>	
3. Click on Register as a new user	
<p>4. In order to register for the portal, you will need to exactly match the data in your Escape Employee record for the following fields:</p> <p>Work or Personal email address            First Name (not case sensitive)            Last Name (not case sensitive)            Date of Birth (formatted)            Last 4 of SSN            Home or Cell Phone Number</p> <p>Use the TAB key or mouse click to move between the fields</p>	
<p>Password requirements</p> <p>Click Submit</p>	<p>Be at least 8 characters in length</p> <p>Contain characters from the following four categories:</p> <ul style="list-style-type: none"> <li>- English uppercase characters (A through Z)</li> <li>- English lowercase characters (a through z)</li> <li>- Base 10 digits (0 through 9)</li> <li>- Non-alphabetic characters (for example, !, \$, #, %)</li> </ul>

# Employee Online Portal

5. If any of the data does not match the information in your Escape Employee record, you will see this error

**Information given does not match any records on file.**

6. You will get an email from “VCOE Notification Services” with your Username and confirmation key

You must enter the key from the email within 5 minutes, or you will have to start the registration process again.

The key IS case sensitive.

Click Submit

The screenshot shows an email from "VCOE Notification Services" with the subject "Employee Online Portal: New User Registration Confirmation". The email body contains the following text: "Your Username is: a\*\*\*\*r@\*\*\*.net" and "You must enter this confirmation key within the next 5 minutes. Confirmation key: du4xg4gv". Below the email is a "Confirm User Setup Change" dialog box. The dialog box contains the text: "Your Username and Confirmation Key were emailed to you. Enter Confirmation Key within 5 minutes". The confirmation key "du4xg4gv" is entered in the input field. The "Submit" button is circled in purple.

7. You will be returned to the Sign In screen.

Enter your Username and Password

Click Sign-In

The screenshot shows the "Please Sign-in" screen. It has two input fields: "Username" with the placeholder text "Enter your username or email address here" and "Password". Below the input fields are two buttons: "Sign-in" and "Exit". The "Sign-in" button is circled in purple. At the bottom of the screen, there are two links: "[Forgot your username or password?](#)" and "[Register as a new user?](#)".

## Other Notes

1. Your session will timeout if 30 minutes pass between web requests
2. You will have to change your password every 100 days
3. You will be notified 15 days before your password expires
4. You cannot use your 5 prior passwords
5. You will be locked out of the system for 15 minutes after 5 unsuccessful sign-in attempts

# Employee Online Portal

**Please Sign-in**

Username

Password

**Sign-in Failed**

[Forgot your username or password?](#)  
[Register as a new user?](#)

## Two Factor Authentication (2FA)

User device information changes that will cause 2FA:

- 2FA will be required for each browser used.
- Cookie expiration is 4 months.
- 2FA will be required for each device used.
- 2FA will be required each time user logs in with a different device unless they specify “don’t remember this computer” (default) when entering confirmation key, then it will be required every time.
- 2FA will be required every 90 days

Enter your Username and Password  
Choose to have your Authentication key sent by Email (to either the Work or Personal email address from your Escape Employee record)

or to your Cell Phone and select your Cell Phone Carrier

click Send Key

**Please Sign-in**

Username

Password

Send Key To   
(\*) - 0 3  
A\*r@ .org

Cell Phone Carrier

[Forgot your username or password?](#)  
[Register as a new user?](#)

**Please Sign-in**

Username

Password

Send Key To

Cell Phone Carrier   
Verizon  
AT&T  
T-Mobile  
Sprint  
US Cellular

[Forgot your username or password?](#)  
[Register as a new user?](#)

# Employee Online Portal

You must enter the key from the Email or the text to your Cell Phone within 5 minutes, or you will have to start the authentication process again.

The key IS case sensitive.

Choose “Yes” to remember this computer, or “No” if signed in on a shared or public computer

Click Sign-In

The screenshot shows a 'Please Sign-in' form with the following fields and options:

- Username:** a r@ .net
- Password:** masked with dots
- Send Key To:** (\*\*\* ) - 0 3
- Cell Phone Carrier:** AT&T
- Confirmation Key:** A text input field with a blue border and a red instruction: "Enter the confirmation key within 5 minutes."
- Remember this computer?** Radio buttons for:
  - Yes, remember this computer. Trust this compute when I sign in.
  - No, don't remember this computer. Request a code each time I sign in. Suggested for shared/public computers.
- Buttons:** "Sign-in" (circled in purple) and "Exit".
- Link:** [Forgot your username or password?](#)

## Username or Password reset

If you forget your username or password

Click Forgot your username or password

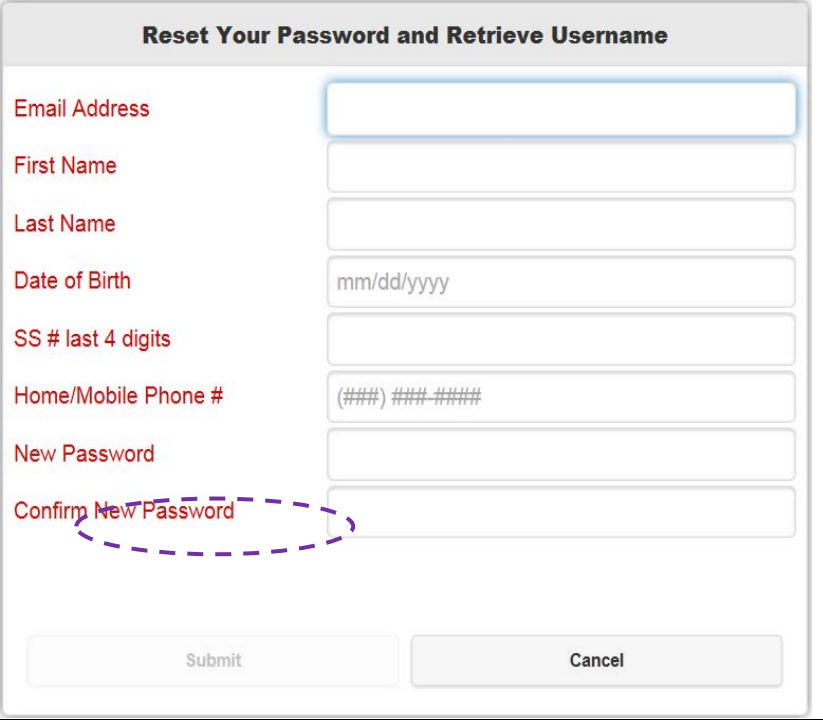
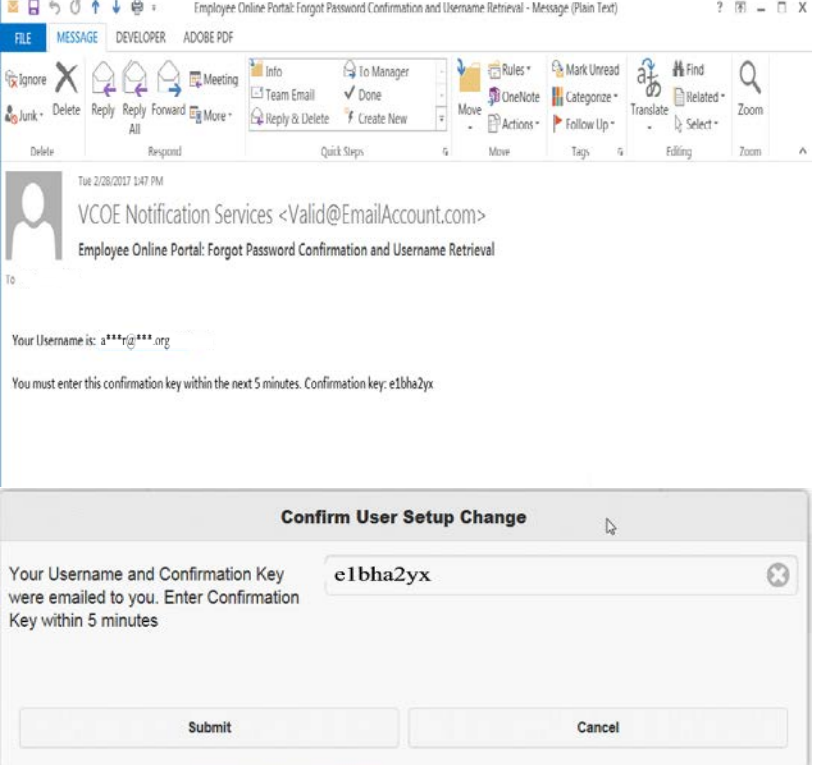
Enter your Username and Password

Click Sign-In

The screenshot shows a 'Please Sign-in' form with the following fields and options:

- Username:** Enter your username or email address here
- Password:** (empty)
- Buttons:** "Sign-in" and "Exit".
- Links:** [Forgot your username or password?](#) (circled in purple) and [Register as a new user?](#) (circled in purple).

# Employee Online Portal

<p>Enter your          The email address you used to register          First Name (not case sensitive)          Last Name (not case sensitive)          Date of Birth (formatted)          Last 4 of SSN          Home or Cell Phone Number</p> <p>Use the TAB key or mouse click to move between the fields</p>	
<p>You will get an email from “VCOE Notification Services” with your Username and confirmation key</p> <p>You must enter the key from the email within 5 minutes, or you will have to start the reset process again.</p> <p>The key IS case sensitive.</p> <p>Click Submit</p>	

If you experience any registration issues, please contact HR/Payroll staff as designated:

Sallie Kleingarn – Classified HR	x 209	skleingarn@conejousd.org
Stephani Matweyew – Classified HR	x 366	smatweyew@conejousd.org
Oscar Semen - Certificated HR	x 215	oseman@conejousd.org
Jennifer Zerrenner - Class/Cert Payroll	x 266	jzerrenner@conejousd.org