Enrolling in the VCOE Escape Password Management Tool

1. Open a web browser and navigate to https://escapepassword.vcoe.org to access the VCOE Password Portal will be displayed as shown at right. Click the Enroll link.

2. Enter the user name and temporary password (provided by your work location) Click Next.

   Hint: Your password will be displayed as dots to prevent others from seeing it as you type it, but you can click the eye to display your password in plain text.

3. You will now be asked to create answers to 3 questions that can be used in case you forget your password. Select the first question you want to answer from the drop-down list. Answers have to be at least 3 letters long and can only be upper and lower-case letters, numbers and may contain spaces.

   Repeat this step for the next two questions.

   Choose answers you will remember!

4. The Enrollment Complete dialog box will be displayed and confirm you are enrolled. Click OK to close the dialog box.