

# Employee Portal Registration Instructions

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- A. Enter the following employee portal link in the address bar of a web browser  
<https://shastaportal.xcoe.online/>
- B. [Create an internet favorite or bookmark the employee portal sign-in page for future access](#)
- C. On the Sign-in page, click the **Register as a new user?** link located at the bottom of the page



- D. Complete the following fields of the screenshot pictured below

The information entered is validated against your employee management record

1. Email Address: enter your work email address
2. First Name: enter your first name as it appears on your paycheck
3. Last Name: enter your last name as it appears on your paycheck
4. Date of Birth: enter your date of birth. Include the forward slashes (mm/dd/yyyy)
5. SS # last 4 digits: enter the last four digits of your SSN

*The Password is created by the employee*

6. Password: choose a password that is a minimum of 8 characters
7. Confirm Password: enter password again
8. Press Submit button



If Submit button is disabled after completing the fields above, verify that your First and Last Name are entered as they appear on your paycheck and Date of Birth has been entered in mm/dd/yyyy format

- E. Once your entries have been validated against you employee management record, you will be prompted to enter a Confirmation Key. *The confirmation key is sent to your work email address.*

**Example Email**

From: Escape Notifications  
 Subject: Employee Online Portal: New User Registration Confirmation

Your Username is: [example@shastacoe.org](mailto:example@shastacoe.org)

You must enter this confirmation key within the next 5 minutes. Confirm key: qpvyqvi

- F. Enter (or copy and paste) the confirmation key provided in the email in the *Confirmation Key* field in the *Confirm User Setup Change* window pictured below and press the Submit button

- G. Enter your Username, Password and press the Sign-in button

- H. Once logged in, navigate the portal via the **My Activities** menu at the upper left corner

To eliminate entering an authentication code each time you sign-in to the employee portal select *Yes, remember this computer when logging in from a computer/device you trust*. Employees with a cell phone number in their employee management record will have an option to send the confirmation key to their cell phone or email address.

For assistance with setting up your employee portal account contact Diane Baxter @ 722-1709