ESCAPE - Employee Online Portal

Logging into the Escape Online Portal:
1. Go to the CCOE website at http://ccoe.net/
2. Click on **Employees**

3. At the Employees page, click on **Employee Portal**
   For instructions on how to register for the online Portal or to view and print your paystub in Escape, click on View instructions here*
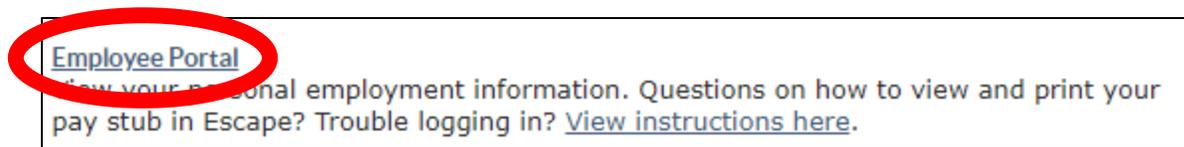
4. This link will take you to the correct Escape Portal website. Once there, enter your information. Please keep in mind that the username has to be exactly the way CCOE has you in the Escape system.

5. Click **Sign In**

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Trouble Logging In? Try these steps...

1. Clear your browser history all cookies before trying to log in again.
2. Change your portal-related email to a personal address.
3. Reset password with the confirmation code going to a cell phone.

Tips if the above steps don't work…

1. If you keep trying to login with the wrong information, you will eventually get locked out of the portal, so if you fail to login more than two or three times, try using the _**Forgot Password**_ process. This should keep accounts from being locked due to too many login attempts.
2. If you select the _**Forgot Password**_ process, you will receive a confirmation code to the _email you used when registering to the Escape Online Portal_. Once the code is receive, you will have 5 minutes to type in the code into the window. D_o not to copy and paste the code into the portal_, instead type it. If you do copy and paste the code, the portal will say it's incorrect.
3. Once you type the code, click **Confirm**.
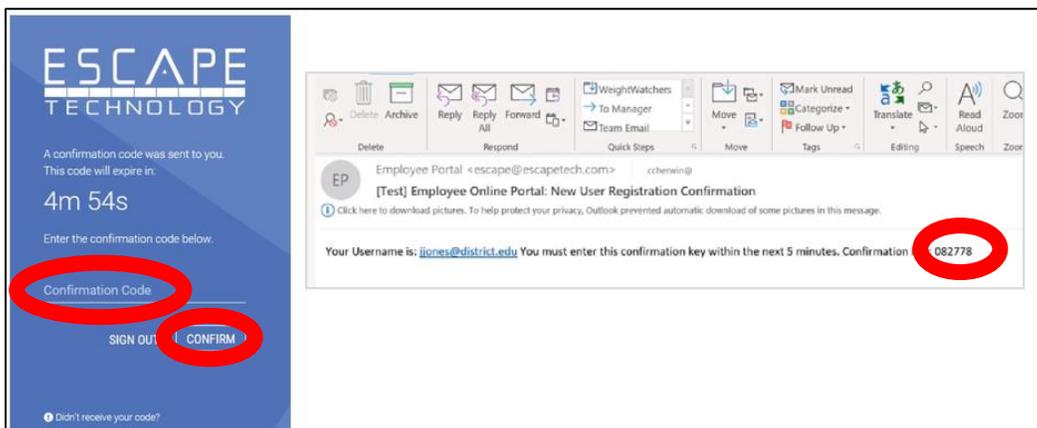
**WRITE DOWN AND SAVE YOUR USERNAME AND PASSWORD IN A SAFE AND PRIVATE LOCATION. **

> **If after trying all the steps and tips above, you are still having issues _Logging into the Portal_, please take a screenshot of what your Screen looks like and email it to Cindy Garcia at <ins>cindygarcia@ccoe.net</ins>. This way we can submit a ticket to Escape for their assistance.**