



# Imperial Valley Education Portal

## How to Create Your Account

Welcome to the Imperial Valley Education Portal! As part of our County-wide modernization efforts which started out July 1, 2018, our district has implemented a financial system called ESCAPE. With ESCAPE, we are utilizing the employee portal feature. The online portal allows staff to view personal information such as HR/Payroll information: contact information, tax statements, payroll check-stubs, vacation/sick leave balances, and information on your health insurance. Future updates will be provided as they are implemented. In this guide, you will learn how to create your account.

**Starting July 1, 2019**

If you have direct deposit, all check-stubs will be available online only.

After this date, they will not be printed and distributed.

### Step 1: Visit the Portal

Visit the portal by going to <https://ivedportal.org/#/login>

The portal works on all sized devices, so be sure to add it to your mobile device! Click on "Register as New User?" and enter all the requested information.

### Step 2: Register as New User

Make sure to use your work email and home or mobile phone number to complete this request.

### Step 3: Enter your Verification Code

After entering all your information, click **Submit** and you will be sent a verification code to your email to verify your identity. Please wait a minute or two for the code to arrive. Enter it on the verification screen.

Afterwards, use your email and newly created password to log in!

Please Sign-in

Username

Password

Sign-in Exit

[Forgot your password?](#)

[Register as a new user?](#)

New User Registration

Email Address

First Name

Last Name

Date of Birth  mm/dd/yyyy

Home/Mobile Phone #  (###) ###-####

Password

Confirm Password

Submit Cancel

Reply Reply All Forward

Wed 4/3/2019 10:35 AM

escape@icoe.org

Employee Online Portal: New User Registration Confirmation

To

Your Username is: \_\_\_\_\_@seeley.k12.ca.us

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



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## Available functions for the Employee Portal

### My Info

<b>Employee Information</b> - Name, Phone, Address, Emergency Contacts	<b>VIEW/CHANGE</b>
<b>Assignments</b> – Ability to view current job class description	<b>VIEW ONLY</b>
<b>Education</b> – View Training/Certificates expiration dates	<b>VIEW ONLY</b>

### My Benefits

<b>Leave Balances &amp; Activity</b> - View current balances of Sick Leave, Vacation, Star Days	<b>VIEW ONLY</b>
<b>Health &amp; Welfare</b> - View current insurance plans, levels (Employee Only, Employee + Children, etc) and employee/employer shares (Full-Time employees ONLY)	<b>VIEW ONLY</b>
<b>Assignments</b> – Ability to view current job class description	<b>VIEW ONLY</b>
<b>Education</b> – View Training/Certificates expiration dates	<b>VIEW ONLY</b>

### My PAYROLL

<b>Payroll History</b> - Last Pay Stub, Recent paychecks, W-2 Statements, 1095 Statements	<b>VIEW/PRINT</b>
<b>Payroll Calculator</b> – Use calculator to see changes in earnings, Federal/State Tax Withholdings, Deductions	<b>VIEW/EDIT</b>
<b>Tax/Deduction Setup Change Requests</b> – Request changes to be processed for Federal and State Tax Withholding	<b>CHANGE</b>

### OTHER

DOCUMENTS, APPROVALS, SETTINGS