

# SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT EMPLOYEE ONLINE PORTAL

Dear SMJUHSD Employee-

The Employee Online Portal is now available for your use. This valuable tool will help you access employment information such as:

- Viewing your contact information (if updates are needed, please contact Human Resources)
- TB expiration date
- Leave Balances and Activity
- Health and Welfare Plans and dependents
- Payroll
  - History
  - Paychecks
  - W-2 Statements
  - 1095 Statements
- ✓ Click on Portal Link → <https://portal.escape.sbceo.org/employeeportal/>
  - Link is also available on the SMJUHSD website under Employee Resources



*Then, click on the 'Register as a new user' link at the bottom of the page below.*

**Please Sign-in**

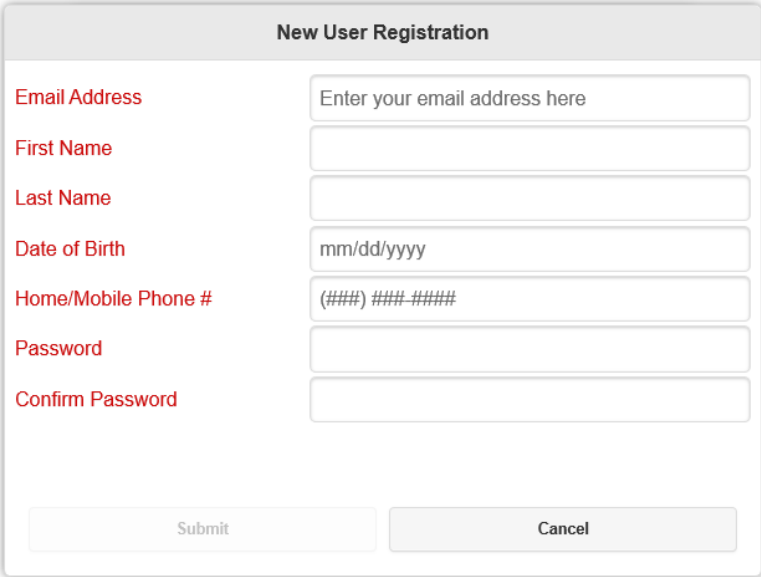
**Username**

**Password**

[Forgot your password?](#)

[Register as a new user?](#)

- ✓ A new window will appear prompting new user registration:



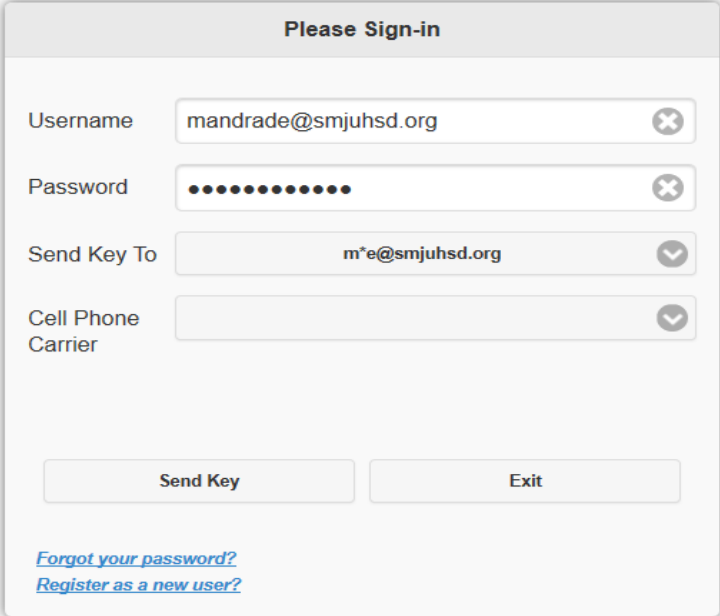
The image shows a 'New User Registration' form with the following fields and labels:

- Email Address**: Enter your email address here
- First Name**: [Empty text box]
- Last Name**: [Empty text box]
- Date of Birth**: mm/dd/yyyy
- Home/Mobile Phone #**: (###) ### #####
- Password**: [Empty text box]
- Confirm Password**: [Empty text box]

At the bottom of the form are two buttons: **Submit** and **Cancel**.

- ❖ It is recommended that you register with the email address that you currently receive your paycheck advice to.

- ✓ Once you have successfully set up your account, your log in will look like this:



The image shows a 'Please Sign-in' form with the following fields and labels:

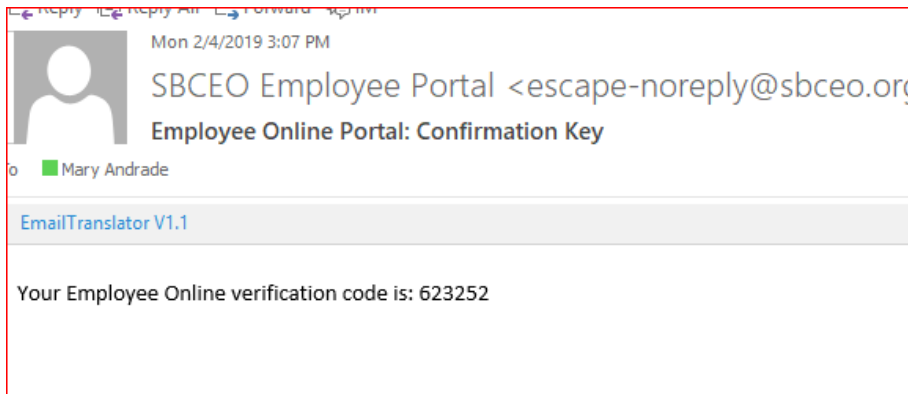
- Username**: mandrade@smjuhsd.org
- Password**: [Masked with 10 dots]
- Send Key To**: m\*e@smjuhsd.org
- Cell Phone Carrier**: [Empty dropdown menu]

At the bottom of the form are two buttons: **Send Key** and **Exit**.

Below the buttons are two links: [Forgot your password?](#) and [Register as a new user?](#)

- ✓ Answer security question and then select *send key*.

- ✓ A confirmation key will be emailed or texted to you (depending on your selection). You must enter this key within 5 minutes of receipt.



Enter the confirmation key code and you may now sign in.

**PAYROLL QUESTIONS:**  
 Certificated-Maria Malkin ext 4412  
 Classified-Polo Perez ext 4411

**HUMAN RESOURCES QUESTIONS:**  
 Certificated-Patti Parker ext 4303  
 Classified-Liz Enriquez ext 4302

**ANY OTHER QUESTIONS/CONCERNS:**  
 Fiscal Services  
 Mary Andrade ext 4405