

Imperial Valley Education Portal



How to Create your Account

Welcome to the Imperial Valley Education Portal. As part of our modernization efforts, we have migrated and launched our new financial system called Escape. With Escape, we now have an online employee portal that all staff can take advantage of. It serves as your new communication channel with Human Resources and Payroll that allows you to view items such as your contact information, tax statements, vacation/sick leave balances, and information on your health insurance. In addition, you will have the ability to enter timesheets and also request changes to your federal and state tax withholdings. In this guide, you will learn how to create your account.

Step 1: Visit the Portal

Visit the portal by going to www.ivedportal.org

- The portal works on all sized devices, so be sure to add it to your favorites on both your desktop and mobile device!

Please Sign-In

Username

Password

Select Org Imperial COE

Sign-In Exit

[Forgot your password?](#)
[Register as a new user?](#)

Step 2: Register as New User

Click on **"Register as New User?"** and enter all the requested information. Make sure to use your work email and home or mobile phone number to complete this request.

New User Registration

Email Address:

First Name:

Last Name:

Date of Birth:

Home/Mobile Phone #:

Password:

Confirm Password:

Cancel

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!

E escape@icoe.org
Employee Online Portal: New User

To:

Your Username is: @icoe.org

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

My Dashboard				
My Payroll	Timesheets	Documents	My Team	Approvals
0	9	1	2	5
Pending Request	Current Timesheet	New Documents	Upcoming Evaluations	Pending Approvals

The Home screen (Dashboard) is what you will first see when logging into the portal