

Technology Services

MyPortal – Getting Started

Get started by creating an account today:

1. Visit **myportal.scusd.edu** and click “Create New User?”



2. Enter the information requested. Note that your information must be entered *exactly* as it appears in District records. Contact Human Resources at 916-643-9050 with any questions about your employee record.



ESCAPE TECHNOLOGY

To enter to work digitally requires that all information you provide must match the information already in the employee record.

Email: _____

First Name: _____

Last Name: _____

User ID: _____

Last 4 SSN: _____

Create Password: _____

Confirm Password: _____

CANCEL REGISTER

3. Look for a confirmation code in your email In Box and type it into the verification screen within the allotted time.



ESCAPE TECHNOLOGY

A confirmation code was sent to you. This code will expire in:

4m 57s

Enter the confirmation code below.

Confirmation Code: _____

SIGN OUT CONFIRM

4. After you have signed up, access **MyPortal** at **myportal.scusd.edu** 24 hours a day, 7 days a week to get HR, Benefits and Payroll information at your convenience.