

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.

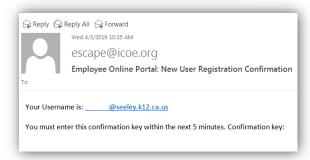
Please Sign-in Username Password Sign-in Exit Forgot your password? Register as a new user?

Email Address		
First Name		
Last Name		
Date of Birth	mm/dd/yyyy	
Home/Mobile Phone #	(###) #### ####	
Password		
Confirm Password		

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!





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	Available	functions	for the	Employoo	Portal
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Employee Information - Name, Phone, Address, Emergency Contacts VIEW/CHANGE

Assignments – Ability to view current job class description VIEW ONLY

Education – View Training/Certificates expiration dates VIEW ONLY

My Benefits

Leave Balances & Activity - View current balances of Sick Leave, Vacation, Star Days

VIEW ONLY

Health & Welfare - View current insurance plans, levels (Employee Only, Employee + Children, etc) and employee/employer shares (Full-Time employees ONLY)

VIEW ONLY

Assignments - Ability to view current job class description

VIEW ONLY

Education – View Training/Certificates expiration dates

VIEW ONLY

My PAYROLL

Payroll History- Last Pay Stub, Recent paychecks, W-2 Statements, 1095 Statements

VIEW/PRINT

Payroll Calculator – Use calculator to see changes in earnings, Federal/State Tax Withholdings, Deductions **VIEW/EDIT**

Tax/Deduction Setup Change Requests – Request changes to be processed for Federal and State Tax Withholding **CHANGE**

OTHER

DOCUMENTS, APPROVALS, SETTINGS