

Welcome

We are excited to have you join our team!

Please save this email as it contains a link to important information you will need to access.

Employee Portal

The Employee Portal can be accessed from your computer, tablet or smartphone!

It is important to set up your Employee Portal so you will have access to pay stubs, W2's, demographics and our payroll calculator.

Employee Portal Registration

You will need to **Register** as a new user and use your *Red Bluff Union Elementary School District* email address as your **username**.



Employee Portal Password Requirements

When setting up your password for the Employee Portal please keep these requirements in mind:

- Must be at least 6 characters
- 1 lowercase letter
- 1 uppercase letter
- 1 number
- 1 special character '~@#\$\$%^&*()_+=
- Phone number is not the password

Please bookmark the page for future access to the Employee Portal.

<https://tehamaportal.xcoe.online/#/login>

In order to successfully register, the information you provide must match the information already on file with your employer.

Email

First Name

Last Name

Date of Birth



Last 4 SSN

Home/Mobile Phone

Create Password

Confirm Password

CANCEL

REGISTER