

Escape Employee Portal Registration

From your computer, mobile device or tablet: Open your browser and type:

<https://eeportal.solanocoe.net/#/login>



Click the Create New User? link

Enter the requested information in the Create New User screen.

All fields are required and are verified (in the Escape Employee record) before you can continue. Use the TAB key to move to the next field.

- Email
- First Name
- Last Name
- Date of Birth
- Last 4 SSN
- Home/Mobile Phone
- Create Password
 - Password rules: 8 or more characters, and must include: 1 capital letter, 1 lowercase letter, 1 number, 1 special character
 - Password must be changed every 90 days

If you are unable to complete registration, please contact:

Substitutes – humanresources@solanocoe.net

Contracted employees – scoepayroll@solanocoe.net

and include a brief description of the error message you are receiving.

Once all fields are confirmed on the Create New User screen, an email will be sent with a confirmation key. Check your email inbox for an email from SCOE.Escape.Do.Not.Reply@solanocoe.net

Example email:

From: Solano COE Employee Portal <SCOE.Escape.Do.Not.Reply@Solanocoe.net>
Sent: Tuesday, November 12, 2019 2:00 PM
To: [REDACTED]
Subject: Employee Online Portal: New User Registration Confirmation

Your Username is: [REDACTED]. You must enter this confirmation key within the next 5 minutes. Confirmation key: [REDACTED]

You will have 5 minutes to enter the Confirmation Key from the email you received. If you are not seeing this email in your inbox, check your junk/spam mail folder.

After the confirmation key is correctly entered, close your browser window...

...open a new browser window and type:

<https://eeportal.solanocoe.net/#/login>

Username is your district email or personal email, whichever you registered with

Password is the password you setup in step 2

