

From your computer, mobile device or tablet:
Open your browser and type:
eeportal.solanocoe.net

Click the [Register as a new user?](#) link

Please Sign-in

Username

Password

Exit

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

Enter the requested information in the New User Registration screen.

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

- 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 at:

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

New User Registration

Email Address

First Name

Last Name

Date of Birth

SS # last 4 digits

Password

Confirm Password

Submit Cancel

Once all fields are confirmed on the New User Registration 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

If you do not see the email in a couple of minutes, you may find the email in your junk email folder.

Employee Online Portal: New User Registration Confirmation

Solano COE Employee Portal <SCOE.Escape.Do.Not.Reply@solanocoe.net>
Today, 1:07 PM
- SCOE >

Your Username is: [redacted]@solanocoe.net

You must enter this confirmation key within the next 5 minutes. Confirmation key: d1nraaDQ

Enter the Confirmation Key

After the Confirmation Key is correctly entered, close your browser window....

Confirm User Setup Change

Your Username and Confirmation Key were emailed to you. Enter Confirmation Key within 5 minutes

Submit Cancel

.... open a new browser window and type:
eeportal.solanocoe.net

Username is your Dixon email address

Password is the password you set in step 2.

Two-Factor Authentication

Escape's Employee Online Portal includes an additional layer of security called Two-Factor Authentication (2FA). This includes sending a confirmation key to either a cell phone (as a text message) or to an email address when you sign in to the Portal from a new device or browser.

During sign-in you can choose where the confirmation key will be sent from a drop-down list. This information is from your employee record in Escape Online 5. If you choose a cell phone, you will need to select the carrier.

A confirmation key will be sent to your chosen delivery method.

You have up to 5 minutes to receive and enter the confirmation key.

If you are using your own device (not a public device), you may choose to have Employee Online Portal remember the device and you will not be required to re-authenticate each time you log in. Re-authentication will be required every 90 days or if you delete your browser history.

If you need further assistance, please contact at:

and include a brief description of the problem or issue you are having.