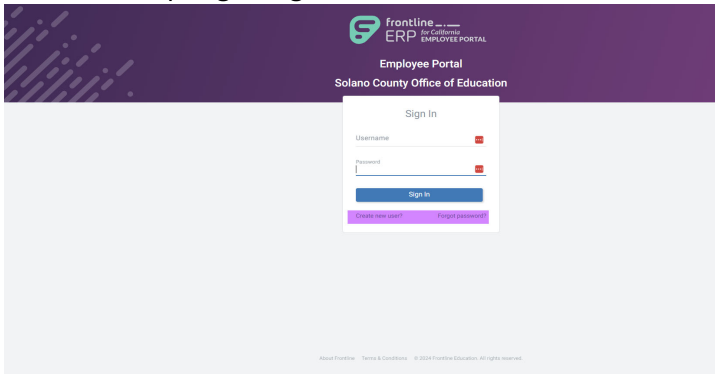


Frontline ERP for California Employee Portal Instructions – Solano County Office of Education

From your computer, mobile device or tablet, go to <https://eeportal.solanocoe.net/#/login>. If you search for the portal online, please make sure that you are on the Solano County Office of Education page before attempting to sign in.



If this is your first time using the portal, you will need to register. Complete the information using your full legal name as it appears on your paychecks. You may use your work or personal email address if your personal email address is listed in your employee record in the financial system.

- 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

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 a message containing your confirmation key, **this must be completed within 5 minutes**. If you are unable to successfully register, please send a screenshot of the error to scoepayroll@solanocoe.net for assistance.

If you forget your portal password, please choose the “forgot password” option on the sign in page and complete the following. **If you have locked your account, please wait 30 minutes and try the “forgot password” option again.**

In order to successfully reset password, 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

Reset

Cancel