

Employee Portal User Quick Reference Guide

This guide is meant to be used as a quick reference for the main steps required for users to log in and to use the features of the Employee Portal. Before getting started, you must have your login and initial password.

Log in to the Employee Portal

1. Click on the Employee Portal link (<http://www1.solancosd.org/soloep>). This site is available on the District website (Employee Portal – CSIU Employee Portal).
2. Enter the assigned login and password. Your employee login is your first initial, last name, and last two digits of your SSN. The default password is the last four digits of your SSN. Upon first login, your MY ACCOUNT screen will display.

You only need to complete steps 3-5 the first time you log in, unless you choose to make additional changes.

3. Enter a new password and enter/change your e-mail address.
4. Choose a password question and answer to use in the event that you forget your password.
5. SAVE the changes.
6. The MESSAGE CENTER and EMPLOYEE tabs will display.

(NOTE: A warning message may appear on your screen once your password has been changed. This message, "Unable to validate the DNS Host – No such host is known" should be ignored.)

The options available on the EMPLOYEE tab may vary. Please see below for more information.

Employee Tab

1. Click the EMPLOYEE tab to display all available employee options.

2. Select each option to access that online feature.

Pay History

1. By default, the current year displays in the Year field. As needed, select a different year from the drop-down list box. To display a list of available check dates for the specified year, click the Accept button.
2. Click the desired Check Number. The stub for that date will display.
3. Review the check stub. You can use your browser's print feature to print the check stub.

Absences

1. Click the ABSENCE tab to display your absence types with current balance information.
2. To view the history detail for one absence type, click the Absence Code link. The absence information displays for review.
3. To generate a report for one absence type, select an Absence Code and then click the Absence Review Report button. To review all history in date order, select the Review All Absences button. Then, you can generate the Absence Review Report. You can use your browser's print feature to print the report.

Message Center Tab

By default, the MESSAGE CENTER displays available messages loaded by your district. These messages consist of text and can include attachments or a link to a valid URL. Initially, the first 50 characters of each message display in the grid. Click the desired message link to display the full message.