



EMPLOYEE SELF-SERVICE QUICK REFERENCE GUIDE

EMERGENCY CONTACT

- Navigate to Main Menu > Self-Service > Personal Information > Personal Information Summary.
- Locate the **CHANGE EMERGENCY CONTACTS** button.
- Select the **ADD EMERGENCY CONTACT** button.
- You may add, edit, or delete the emergency contact information, including name, relationship, address, and phone. Telephone number is required.
- Remember to click the **SAVE** button.

PERSONAL ADDRESS CHANGE

- Navigate to Main Menu > Self-Service > Personal Information > Personal Information Summary.
- Locate the **CHANGE HOME/MAILING ADDRESSES** button.
- Update your existing Home address (use the red pencil edit icon to get started).
- After you have saved your Home address change, add or update a mailing address
 - Use the 'Add' button with an address type of 'Mail.'
 - Use the red pencil edit icon to get started.
- Remember to click the **SAVE** button.
- You will receive an email notification.

PERSONAL PHONE CHANGE

- Navigate to Main Menu > Self-Service > Personal Information > Personal Information Summary.
- Locate the **CHANGE PHONE NUMBERS** button.
- You may delete an existing phone number, by clicking the trash can icon.
- Remember to click the **SAVE** button.

NAME CHANGE

- Navigate to Main Menu > Self-Service > Personal Information > Personal Information Summary
- Locate the Name Change button.
- Enter the date of the name change and click the 'Edit Name' button. You will be taken to a page where you can update your name. When done, click the 'Refresh Name' button and verify your entries. When done, click the **OK** button. You have the option to attach the required supporting documentation:
 - Click the 'Attach Supporting Documentation' link
 - Click the 'Add Attachment' button
 - Select 'Browse' and go to the folder where your document is saved
 - Find your supporting documentation file, double click it, then click the 'Upload' button
- You may enter comments related to your name change.
- Remember to click the **SUBMIT** button.
- You will receive an email notification for the submission and another for the approval or denial of submitted name change.

Help & Support:

Customer Service Center
(530) 889-4357 • HLPCSC@placer.ca.gov
Mon-Fri: 7:00am - 5:00pm

FAQ: www.placer.ca.gov/employees/acorn-system

Internal Browser Settings:

- Add "*.placerco.ad" to local intranet
- On the advanced tab, check "Enable Integrated Windows Authentication"
- Allow pop-ups for "*.placerco.ad"

REQUEST TRAINING ENROLLMENT

- Before you begin, it is important to have an idea of the training course you plan on requesting.
- Navigate to Main Menu > Self-Service > Learning and Development > Request Training Enrollment.
- You can search for a course by:
 - Course Name
 - Course Date
 - Course Number
 - Course Location
- You can also select either of the Training Schedules links to pull up a course catalog. The course catalog will provide you with course names and course numbers.
- After you have entered the course name or number into the search box, select the **SEARCH** button.
- Select the 'View Available Sessions' link.
- One or more course sessions will display. Select one of the course sessions by clicking the blue number link. For example 0093.
- The Session Detail page shows the details of the course session you selected. Select the **CONTINUE** button.
- The Submit Request page is your final chance to confirm your request. You can also enter comments to your approving manager/supervisor. Select **SUBMIT** and then click the **OK** button.
- Your training request must be approved by your manager/supervisor before you are enrolled into the course. You will receive one email indicating that you have requested the course; and another email when your manager/supervisor either approves or denies your request.

VIEW STATUS OF A TRAINING REQUEST

The purpose of this page is to review one or more training requests and see the current status of those requests. You only need to come to this page if you lost your approve/deny email from your manager/supervisor, or if you are unsure whether your manager/supervisor has acted on your request.

- Navigate to Main Menu > Self-Service > Learning and Development > Training Request Status.
- You will see all your training requests. Click on the blue link to see details of your request, and whether it has been approved by your manager/supervisor.
- Select the blue link that says 'Return to Approval/Status List.'



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