

You can access MySacCounty securely on the internet from outside the County network without VPN access.



**Stop:** This will only work if you have opted in for access, which can only be done while logged in to MySacCounty from a computer within the County network and navigating to Employee Self-Service/Manager Self Service>Related Links>Access MySacCounty via Internet (Opt In/Opt Out). Refer to the job aid *Opt In/Opt Out for MySacCounty Internet Access* for more information.

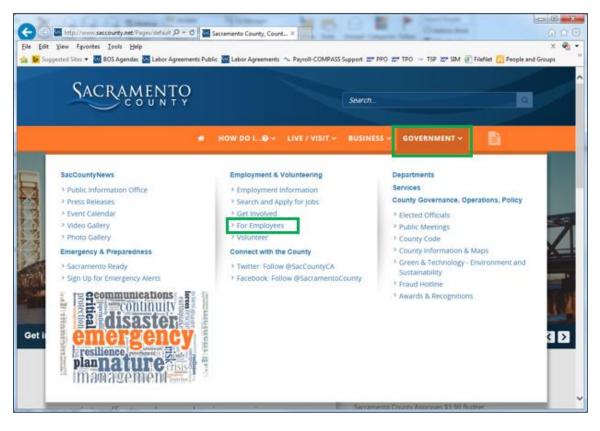


**Stop:** You must also have a valid password in MySacCounty - not a temporary password. If you have a temporary password, you must log in to MySacCounty to create your password from your desktop computer within the County network. Refer to the job aid *Log in to MySacCounty, Password Guidelines and Troubleshooting* for more information.



**Caution:** You may need to change some of the settings on the computer you are using to access MySacCounty. Refer to the Requirements and Settings for MySacCounty to identify what changes may need to be made on your desktop: https://my.saccounty.net/Pages/RequirementsandSettings.aspx

Bring up Sacramento County's website at <u>http://www.saccounty.net</u> in your internet browser.



1. Click on the **Government** tab, then click on the link **For Employees** under the **Employment & Volunteering** section.



MySacCounty Log in

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2. Click the **MySacCounty** link in the Employee IT Resources section. The secure logon page for MySacCounty displays.

SACRAMENTO
MySaccounty
COMPASS PIN
COMPASS Password
Log In
SACRAMENTO

3. Enter your **COMPASS PIN** and **COMPASS Password** in the corresponding fields.

**Note:** This is the same as your MySacCounty User and Password login information.

July 2016

4. Click

Log In



If	Then
You have logged in before from this device with no change to the web browser:	The system displays the Welcome page. Remember to properly log off the system when you are done.
This is your first time logging in:	Go to Page 3, Step 5.
You are accessing the system from a new device, a new location, or a new web browser:	Go to Page 6, Step 10.

**Stop:** If you have not Opted in, you will receive the error message below. Contact your HR Representative or refer to the job aid *Opt In/Opt Out for MySacCounty Internet Access* for assistance.

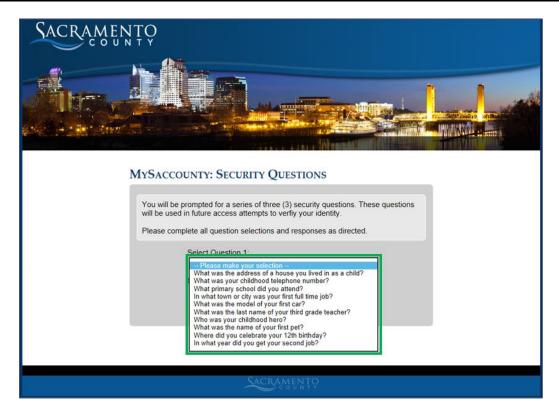
COMPASS PIN is not Opted In for authorized access. You can only Opt In while accessing MySacCounty from the County intranet. Contact your HR Representative for assistance.

SACRAMENTO
MySACCOUNTY: SECURITY QUESTIONS You will be prompted for a series of three (3) security questions. These questions will be used in future access attempts to verify your identity.
Please complete all question selections and responses as directed.  Select Question 1:  Please make your selection  Question Response 1:
Submit Response

5. Click the Cloop down arrow) in the first field. The system will walk you through a process to answer a series of three (3) security questions. These questions will be used for identity verification when needed for future access attempts.

MySacCounty Log in





6. Select from the drop down your option for the first security question.

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	You will be prompted for a series of three (3) security questions. These questions
	You will be prompted for a series of three (3) security questions. These questions will be used in future access attempts to verify your identity. Please complete all question selections and responses as directed.
	Select Question 1: What was the address of a house you lived in as a child Question Response 1:
	Quesion Response 1. ◆
	Submit Response
	SACRAMENTO

 Enter the corresponding response and click Submit Response a total of 3 different questions with corresponding answers.

Repeat steps 5 and 6 to select

MySacCounty Log in



SACRAMENTO		
MySACCOUNTY: SECURITY QUESTIONS		
You will be prompted for a series of three (3) security questions. These questions will be used in future access attempts to verfiy your identity. Please complete all question selections and responses as directed.		
Select Question 3:		
What was the address of a house you lived in as a child		
Question Response 3:		
Submit Response & Continue Login		
SACRAMENTO		

8. After completing the 3<sup>rd</sup> question and response, click

#### MySacCounty Welcome County Employee Log Off D yee Self-Service Welcome! This portal provides employees and managers/supervisors a variety of information and services. To learn more about the services and information available to you, click on the Self-Service link in the upper left-hand corner of the screen. MySacCounty Information: w Available in ESS for 2015 If you elected to receive your W-2 online via ESS, it is now available. Instructions to View Online W-2 can be found here. If you did not make an election to receive your W-2 online via ESS, you will receive a printed W-2, via US Mail and it will not be available in ESS. The W-2 Delivery Choice election period was held Nov. 16, 2015 to Jan. 8, 2016. W-2 forms for employees who did not make an election to receive their W-2 online or who elected paper W-2 will be mailed by or before the mandated IRS deadline of February 1, 2016. Maintain Bank Information in MSC A new feature is now available in Employee Self Service (ESS), you can now enter or change your direct deposit in the Bank Information area. You have the ability to enter up to three banks for direct deposit. If you wish to make those changes now, click on the Employee Self Service link at the top of the oage, then click on the Personal Information link. Refer to the Personal Information – Additional Resources section for instructions for updating ban

9. The system displays the Welcome page. You have completed setting up your security questions and can now access MySacCounty from the internet.



**Stop:** Please go to Step 10 when you are accessing the system from a new device, a new location, or a different web browser. You will be asked one of the security questions before logging in.

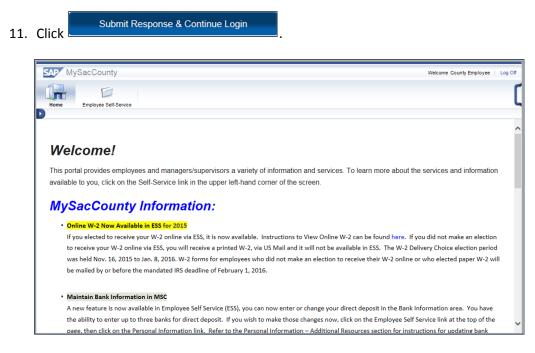
Submit Response & Continue Login

MySacCounty Log in



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SACRAMENTO	
MySaccounty: Security Question	
You are accessing the system from a new device or location. Please answer the following security question in order to continue. Refresh page to get annother random question.	
Question:	
What was your childhood telephone number?	
Question Response:	
Submit Response & Continue Login	
SACRAMENTO	

10. If you are accessing the system from a new device, a new location, or a different web browser, you will need to verify your identity. One of the three security questions you set up (in steps 5 and 6) will be displayed on screen. Enter the corresponding response to the question that is listed in the box labeled **Question Response**.



12. The system displays the Welcome page.