




Access MySacCounty from the Internet

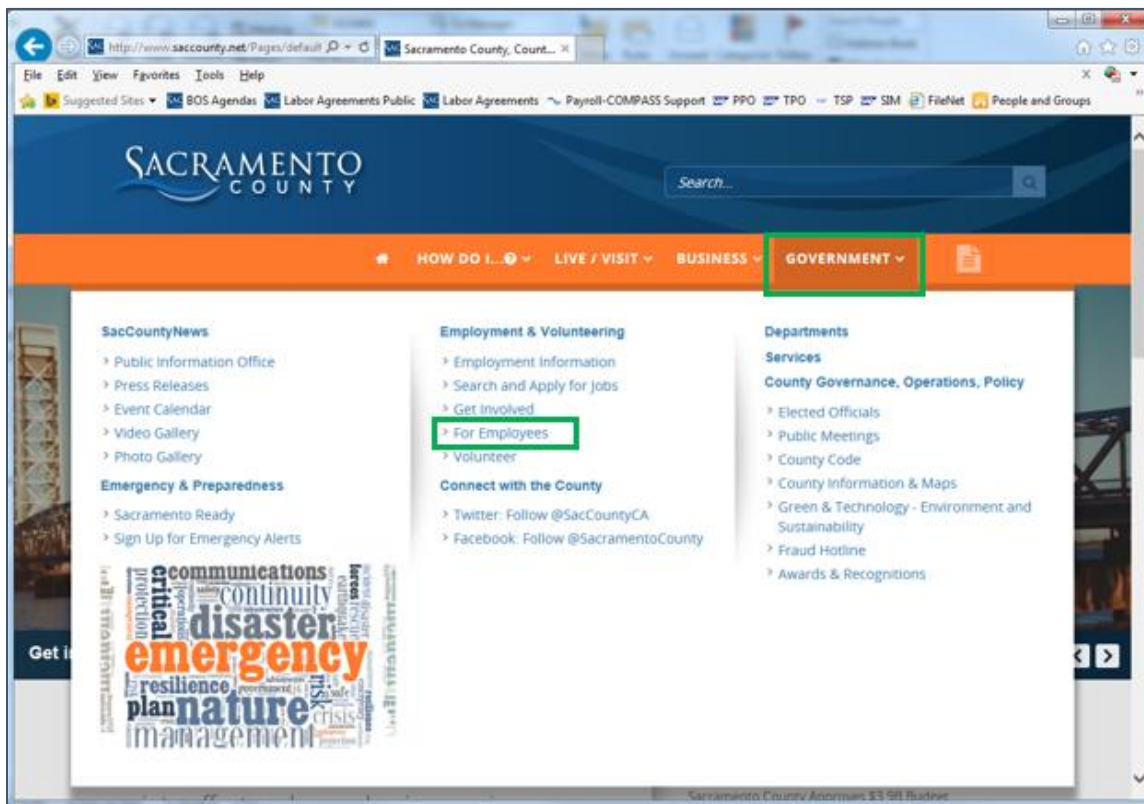
You can access MySacCounty securely on the internet from outside the County network without VPN access.

-  **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.

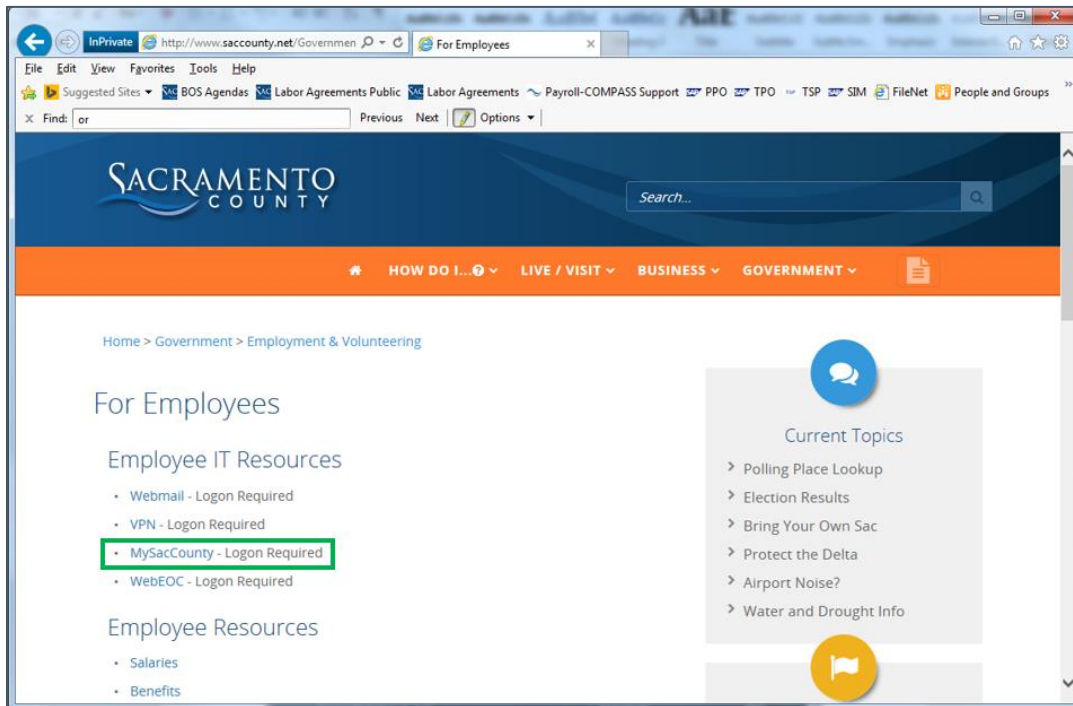
-  **Stop:** You must also have a valid password in MySacCounty - not a temporary password. If you have a temporary password, you must log in to MySacCounty to create your password from your desktop computer within the County network. Refer to the job aid *Log in to MySacCounty, Password Guidelines and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

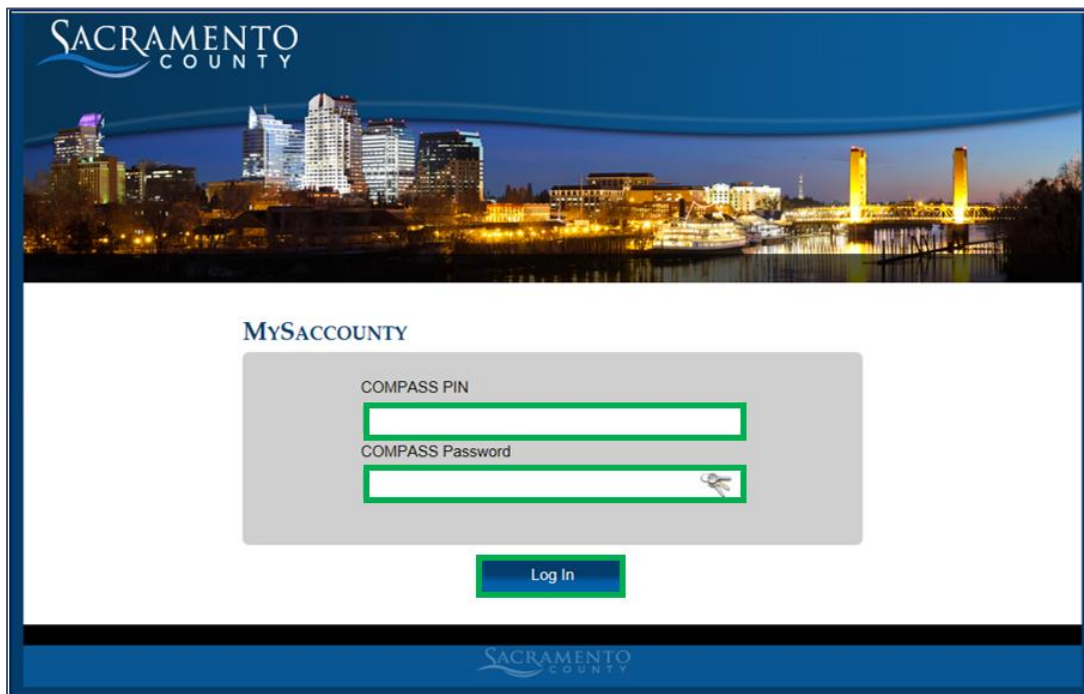
Bring up Sacramento County’s website at <http://www.saccounty.net> in your internet browser.



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



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



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.

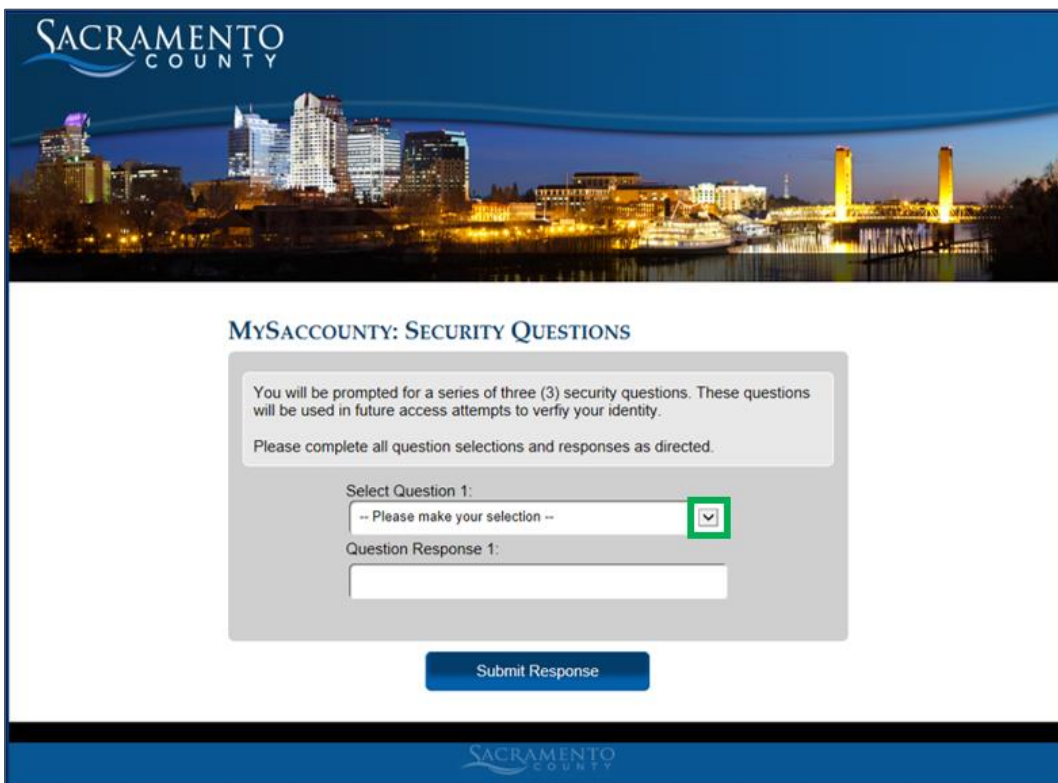
4. Click .


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.

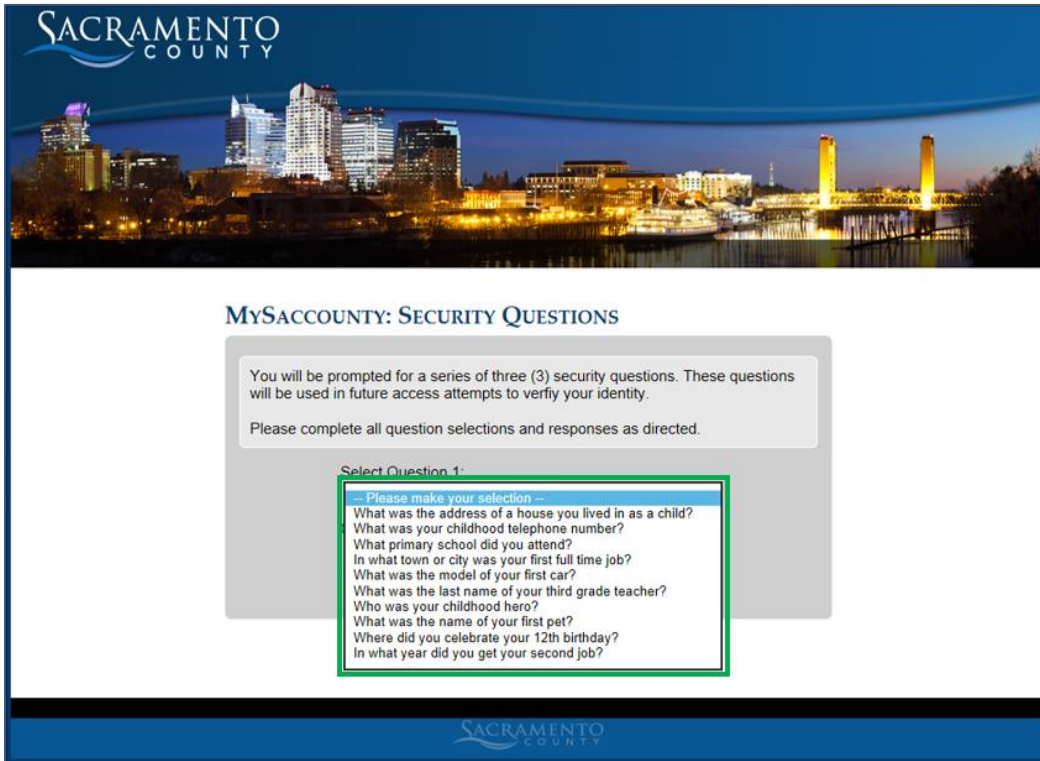


Stop: If you have not Opted in, you will receive the error message below. Contact your HR Representative or refer to the job aid *Opt In/Opt Out for MySacCounty Internet Access* for assistance.

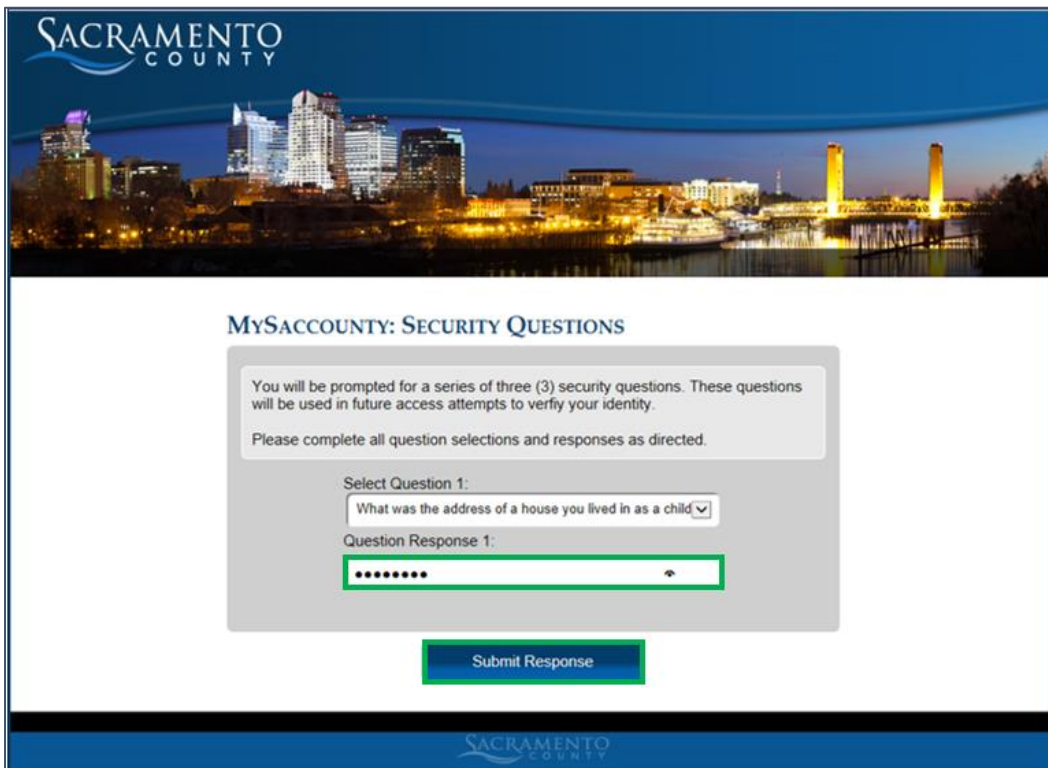
COMPASS PIN is not Opted In for authorized access. You can only Opt In while accessing MySacCounty from the County intranet. Contact your HR Representative for assistance.

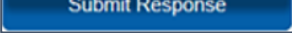


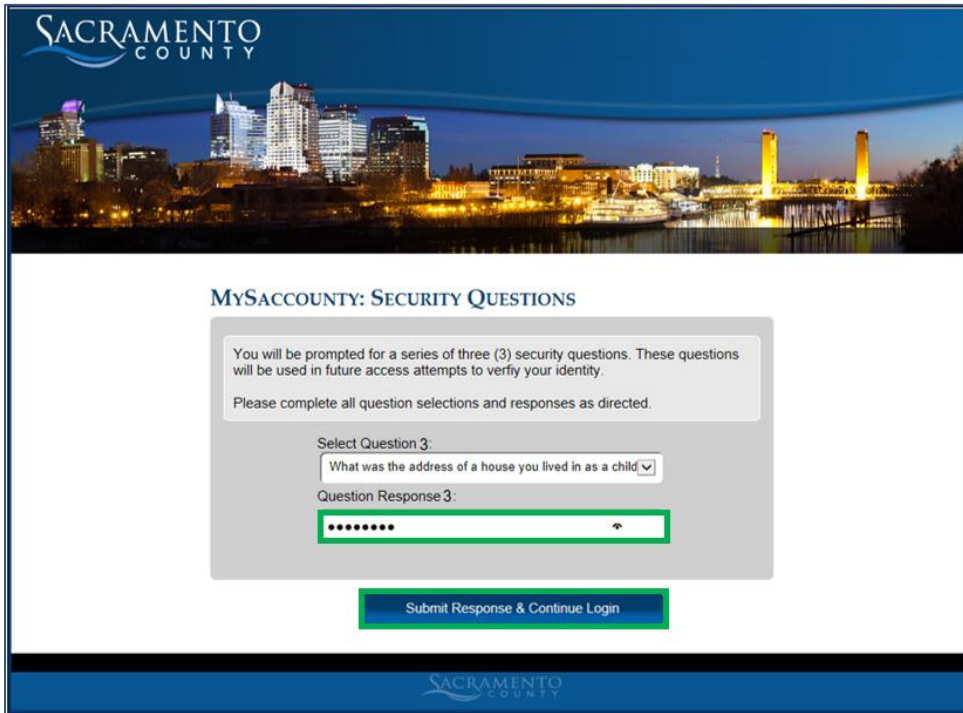
- Click the  (Drop down arrow) in the first field. The system will walk you through a process to answer a series of three (3) security questions. These questions will be used for identity verification when needed for future access attempts.



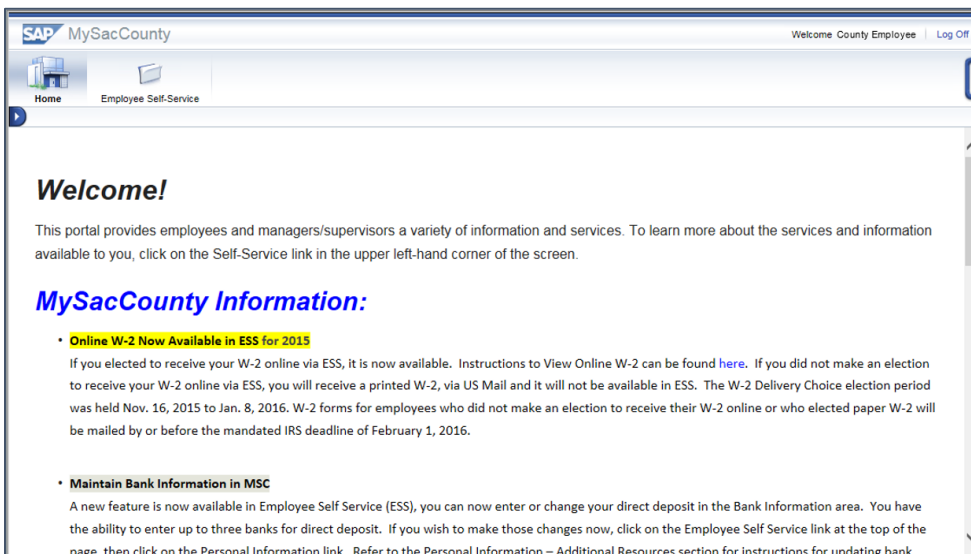
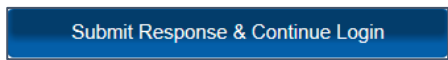
6. Select from the drop down your option for the first security question.



7. Enter the corresponding response and click . Repeat steps 5 and 6 to select a total of 3 different questions with corresponding answers.



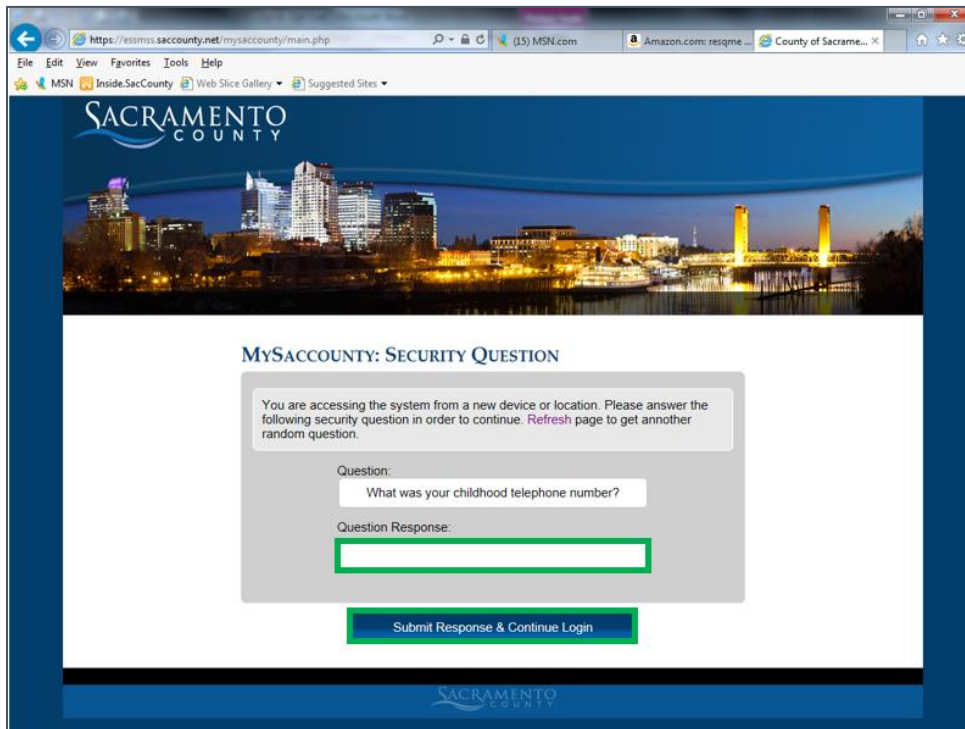
8. After completing the 3rd question and response, click



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

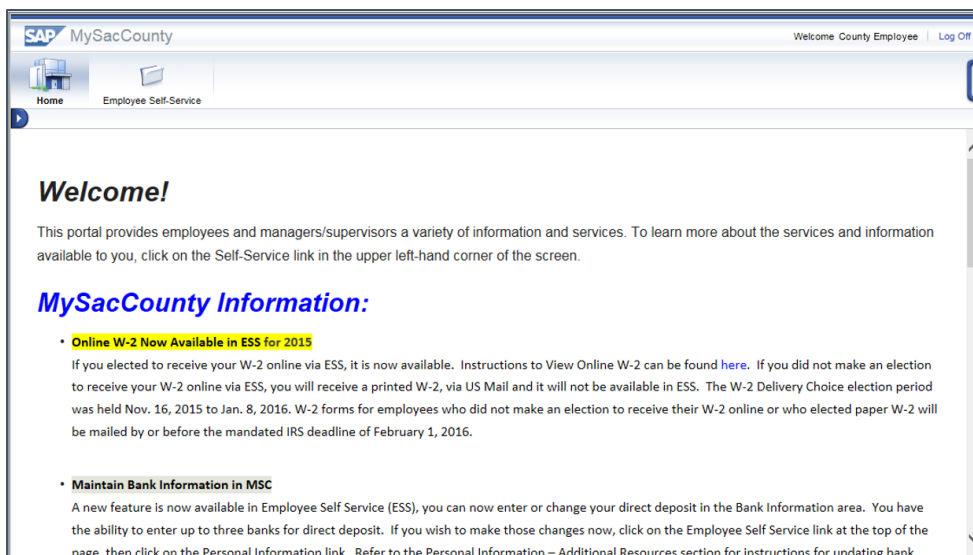


Stop: Please go to Step 10 when you are accessing the system from a new device, a new location, or a different web browser. You will be asked one of the security questions before logging in.



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**.

11. Click .



12. The system displays the Welcome page.