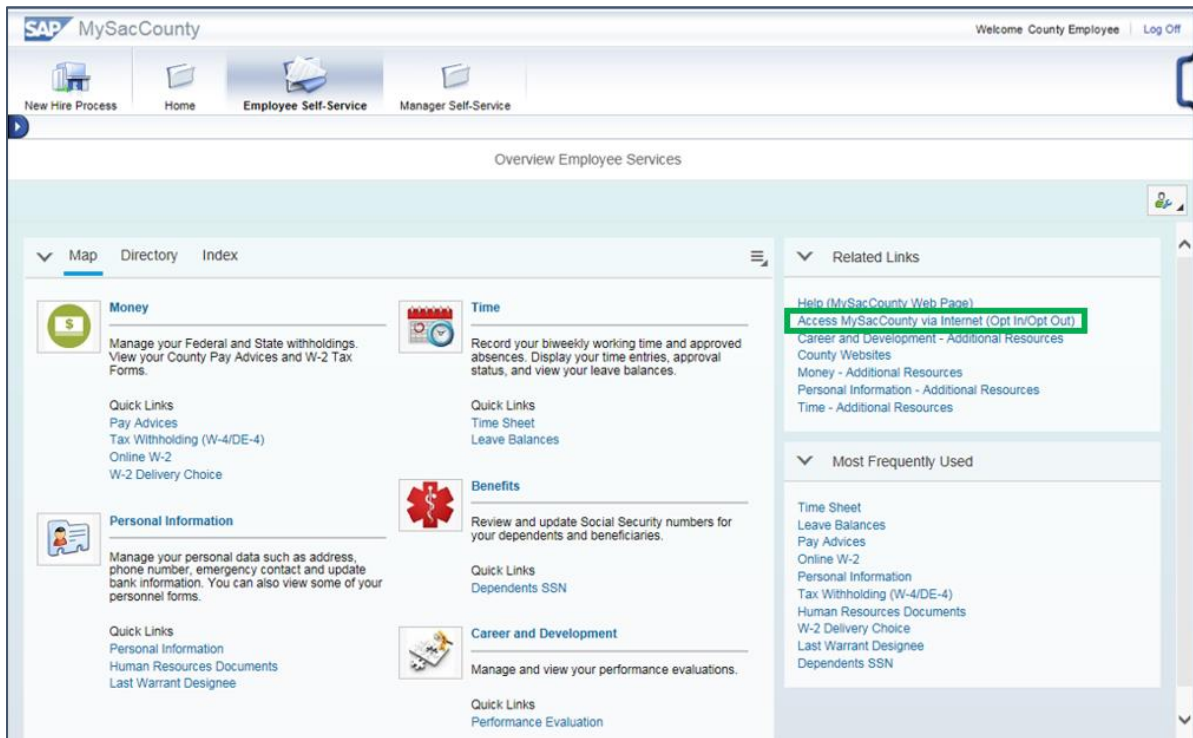


Opt In/Opt Out for MySacCounty Internet Access

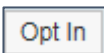
You can access MySacCounty securely on the internet from outside the County network. You do not need VPN set up in order to log in to MySacCounty. In order to access this secure login page, you must Opt In while logged in MySacCounty from within the County network.

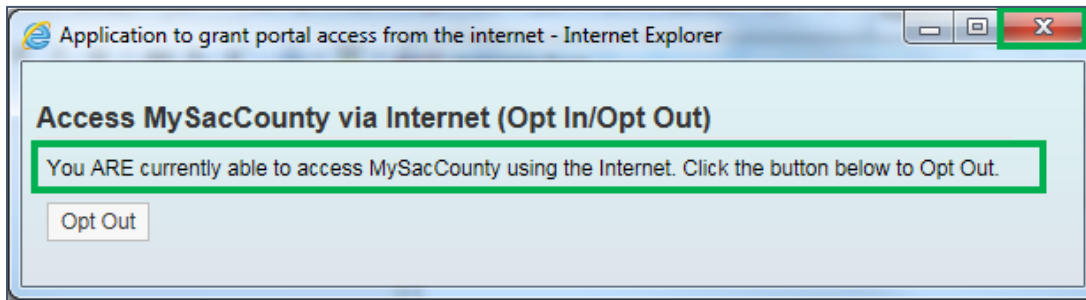
Log in to MySacCounty and navigate to Employee Self-Service or Manager Self-Service > **Related Links**.



1. Click **Access MySacCounty via Internet (Opt In/Opt Out)** link in the Related Links section. A window displays letting you know that you are not currently able to access MySacCounty using the internet.
 - a. **To Opt In for Access to MySacCounty Via the Internet** – Go to Step 2.
 - b. **To Opt Out for Access to MySacCounty Via the Internet** – Go to Step 5.



2. Click  to be able to access MySacCounty from the internet.



3. Verify that the message displayed confirms that you are currently able to access MySacCounty using the internet.

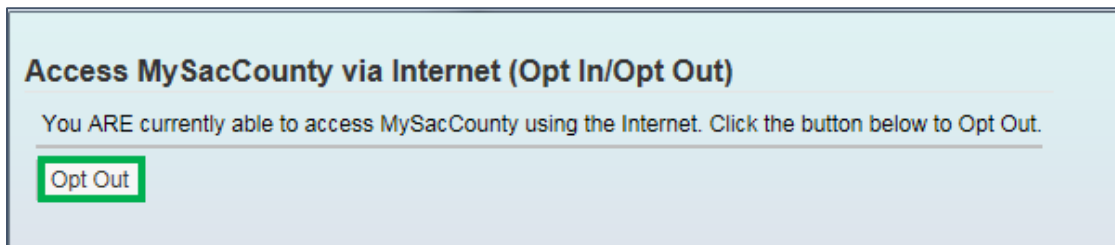
4. Click  (Close) to return to the Employee Self-Service/Manager Self-Service screen.

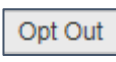


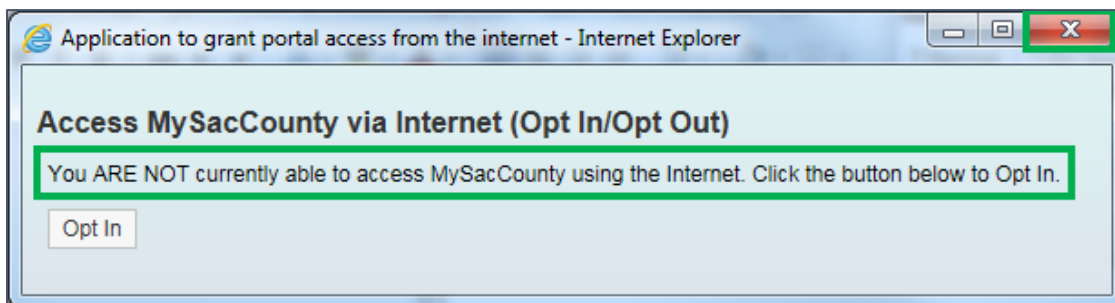
Stop: You will now be able to log in to MySacCounty from the internet by visiting <http://www.saccounty.net>. For instructions to access MySacCounty from outside the County Network, refer to the *Access MySacCounty from the Internet* job aid.

If you would like to change your log in access to MySacCounty from the internet, go to Step 5.

To Opt Out for Access to MySacCounty Via the Internet:



5. Click  button to disable access to MySacCounty from home.



6. Verify that the message displayed confirms that you are not currently able to access MySacCounty using the Internet.

7. Click  (Close) to return to the Employee Self-Service/Manager Self-Service screen.