

# CORS

## USER INFORMATION

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### COUNTY EMPLOYEE INFORMATION

#### GETTING STARTED

Go to CORS at <https://hr.sonoma-county.org/>

Click on “My Account”

#### FIRST TIME USERS *\*Do Not Create A New Account – One Already Exists\**

- Your User Name is your five-digit Employee ID (TimeSaver) Number
  - Your Password is *changeme*
  - Select “Change Your Personal Settings.” The fields to update are:
    - Password
    - E-mail address – VERY IMPORTANT!
    - Verify E-mail address
    - Work Phone Number
- The other fields do not need to be changed.

#### SUPERVISOR’S APPROVAL REQUIRED

- You must have your supervisor’s approval to attend training on work time

#### FIND A CLASS

By Class Name or Number

- If you know the class name or number, enter it in the “Search” bar

By Date

- Use the “Calendar” option to browse classes (Note: Some classes are department-specific, so be sure to check the class description)

By Department

- Select a Department from “Main Categories” on your account’s home page
- Select a Sub-Category

#### REGISTER FOR A CLASS

- Find a class you would like to attend
- Select “Sign Up” on the right of the screen
- Select “Checkout” from the left side of the screen
  - If the class has a fee, you will be asked for the payment type
    - Employee Benefit Account – HRT will bill the account after the class
    - Department Pay – HRT will bill the Department after the class
    - Personal check – Send a check made out to the County of Sonoma to the HR Training Division before the class date
  - Please Note: You must register for one pay class at a time unless you are using the same payment method for all the pay classes you’ve selected.
- Select “Submit”

A confirmation email will be sent within minutes of clicking the submit button.

Reminders will be emailed five and ten days before each class.

For help with CORS or with questions about trainings,  
please email [HR-training@sonoma-county.org](mailto:HR-training@sonoma-county.org) or call Deva Aldrich at 565-1325.