

# CORS

## USER INFORMATION

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### NON-COUNTY INFORMATION

We welcome everyone who would like to sign up for trainings through the County of Sonoma HR Training Division. Please follow these instructions to begin your educational relationship with us!

#### GETTING STARTED

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

Click on “My Account”

- Create a new account: First time users should follow the prompts for creating a new account
- Course fees: Please send a check made out to the County of Sonoma to HR Training, 575 Administration Dr., Suite 117C, Santa Rosa, CA 95403 in advance of the class date.

#### TO 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
- 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.