

How to Add Your Email Address to Employee Self Service (ESS)

<https://corhcm.co.riverside.ca.us/>

Job Gateway

Employees who submit an application using Job Gateway must maintain their email address in Employee Self Service (ESS). Job Gateway is the County's new online recruiting system. You access Job Gateway by logging into ESS and navigating to the Careers Home page. Navigate to the Careers Home page using the Self Service > Recruiting Activities > Careers menu. If you do not add your email address to ESS, you will not receive important communications and instructions that are emailed to candidates throughout the recruiting process.

Complete these steps to add your email address in Employee Self Service (ESS):

1. Log into ESS at <https://corhcm.co.riverside.ca.us/>.
2. Navigate to the Email Addresses page using the **Self Service > Personal Information > Email Addresses** menu.
3. Add an email address by clicking on the Add an Email Address button.
4. Use the Preferred checkbox to indicate the email address that will be used to send you emails. Emails are only sent to the preferred email address.
5. Click on the Save button.
6. Navigate to the My System Profile page by clicking on the **My System Profile** menu.
7. Add an email address by clicking on the + buttons on the right side of the Email section.
8. Use the Preferred checkbox to indicate the email address that will be used to send you emails.
9. Click on the Save button on the bottom of the page. You are done once you successfully add your email address to both the Email Addresses page and the My System Profile page.

Self Service > Personal Information > Email Addresses

The screenshot displays the Oracle HRMS interface for managing email addresses. The browser window title is "Email Addresses - Windows Internet Explorer". The address bar shows the URL: <https://oasishrms.oasis.lcl/psp/HPD9/EMPLOYEE/HRMS/>. The Oracle logo is visible at the top left. The navigation menu on the left includes "Self Service", "Personal Information", "Email Addresses", "Payroll and Compensation", "Benefits", "Recruiting Activities", "Enrollment", "Change My Password", and "My System Profile". The "Email Addresses" menu item is highlighted with a red arrow. The main content area is titled "Email Addresses" and contains a table with the following data:

*Email Type	Email Address	Preferred	
Business	work@email.com	<input checked="" type="checkbox"/>	Delete
Home	home@email.com	<input type="checkbox"/>	Delete

Below the table is a yellow "Add an Email Address" button, which is also pointed to by a red arrow. Below the button is a "* Required Field" label and a "Save" button. The status bar at the bottom indicates "Local intranet | Protected Mode: Off" and "100%" zoom.

My System Profile

ORACLE Home | Sign out

Menu

Search: []

- Self Service
- Change My Password
- My System Profile**

General Profile Information

Password

[Change password](#)
[Change or set up forgotten password help](#)

Personalizations

My preferred language for PIA web pages is: English

My preferred language for reports and email is English

Currency Code: USD

Default Mobile Page: []

Alternate User

If you will be temporarily unavailable, you can select an alternate user to receive your routings.

Alternate User ID: []

From Date: [] (example: 12/31/2000)

To Date: [] (example: 12/31/2000)

Workflow Attributes

Email User Worklist User

[Miscellaneous User Links](#)

Email

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	work@email.com	+	-
<input type="checkbox"/>	Home	home@email.com	+	-

Local intranet | Protected Mode: Off | 100%

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