

# Employee Self Service Tutorial



**STEP ONE:** Visit <https://hcm92.co.riverside.ca.us/psp/h920prda/?cmd=login>

A screenshot of a web browser showing the Oracle PeopleSoft HCM 9.2 Production login page. The browser's address bar shows the URL: https://hcm92.co.riverside.ca.us/psp/h920prda/?cmd=login. The page features the County of Riverside logo on the left, followed by the text "ORACLE PeopleSoft HCM 9.2 Production". Below this is a login form with three input fields: "User ID" containing "E123456", "Password" containing "\*\*\*\*\*", and "Select a Language" with "English" selected in a dropdown menu. A blue "Sign In" button is positioned below the fields. Underneath the button is a checkbox labeled "Enable Screen Reader Mode". A link "Forgot Your password?" is centered below the checkbox. At the bottom of the page, there are three lines of small text regarding privacy and confidentiality acknowledgments.

**STEP TWO:** Enter User ID: E + Employee ID#  
Password: E + Employee ID# + \$ + last 4 digits of SSN

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