

RivCo Talent Self Service Tutorial



STEP ONE: Visit <https://rc-hr.com/>

STEP TWO: Under the 'For Employees' tab, select 'RivCo Talent' to access your County-mandated training and the Performance Management system.



RCIT Helpdesk
Telephone: (951) 955-9900

RIVCOHelp: [Submit New Request](#)

RivCo Talent Self Service Tutorial

How
To...
RIVCO1HR
putting people first

STEP THREE: You will be directed to the single sign-on page. Please click the top button labeled 'County Employees.' At this point, you will need to enter your @rivco.org email address. If you encounter any issues, please contact RCIT for assistance.

The site you are trying to access requires you to sign in.
Select your provider to login.

COUNTY EMPLOYEES

NON COUNTY EMPLOYEES

Remember my selection



24.1.2.3

Copyright © 2004-2024 SumTotal Systems, LLC. All rights reserved. SumTotal Systems, the SumTotal Systems logo, and Talent Expansion are a partial list of the trademarks or federally registered trademarks of SumTotal Systems, LLC. All other company and product names are the property of their respective owners. | [Terms of Use](#)

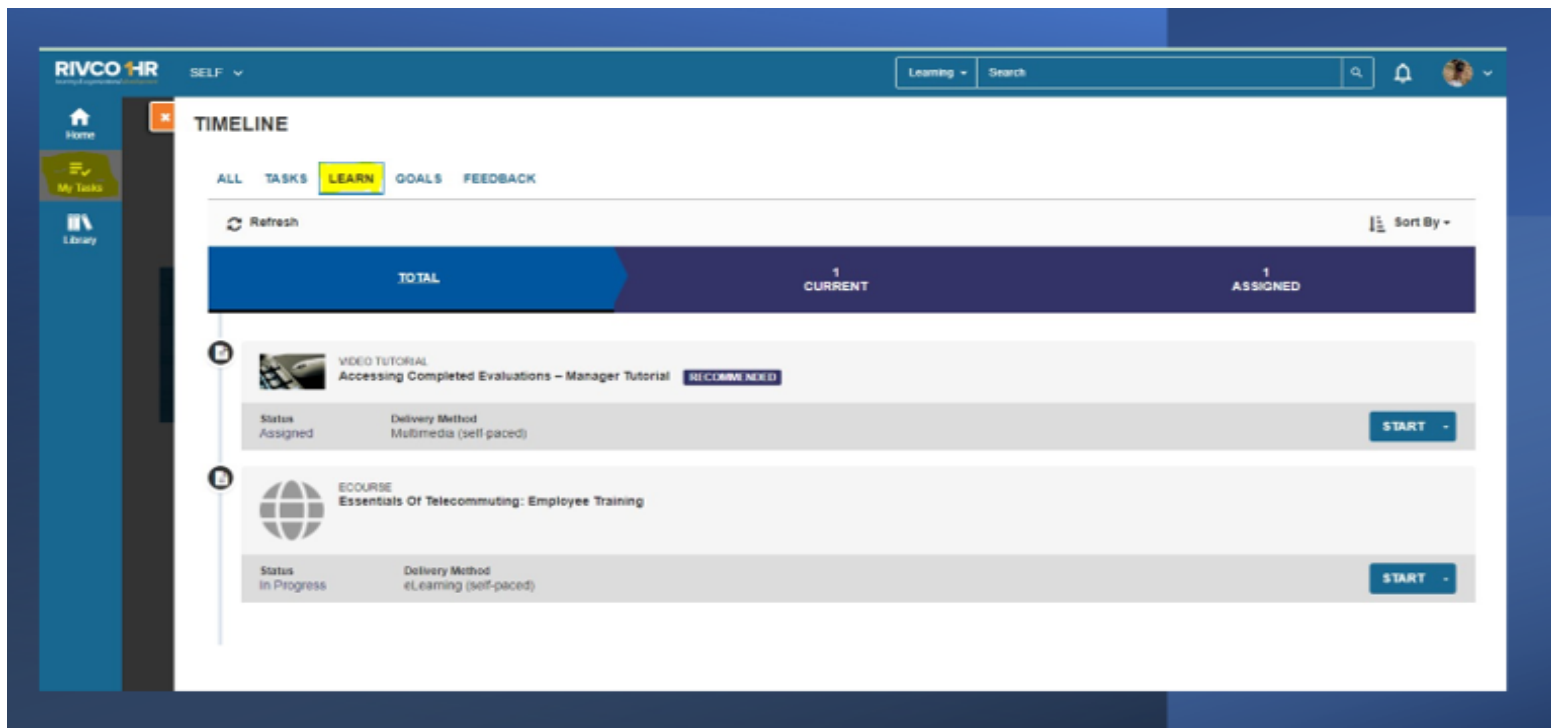
RCIT Helpdesk
Telephone: (951) 955-9900

RIVCOHelp: [Submit New Request](#)

RivCo Talent Self Service Tutorial



STEP FOUR: Once you have signed in, navigate to the 'My Tasks' section and select the 'Learn' tab on your timeline. This will display all required trainings, as well as any learning activities you've registered for or started in the Skillsoft library. You will also find the Online NEO course here. This course will be automatically assigned to you and should appear in your training list approximately two weeks after your in-person New Employee Orientation. The Online NEO course provides additional information not covered during the in-person session and includes a recording of the benefits and retirement presentation, which you can review at your convenience.



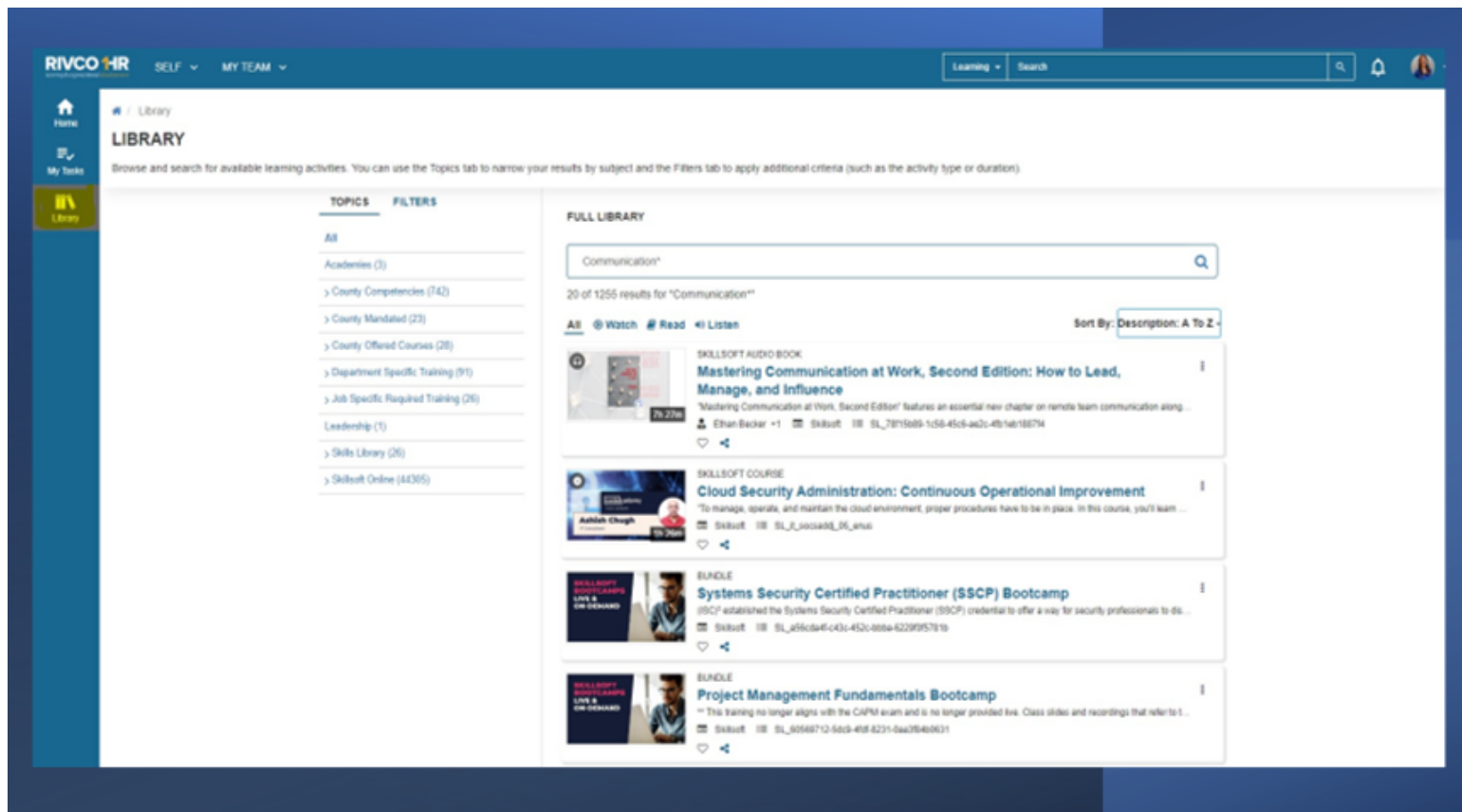
RCIT Helpdesk
Telephone: (951) 955-9900

RIVCOHelp: [Submit New Request](#)

RivCo Talent Self Service Tutorial



STEP FIVE: Under the 'My Tasks' icon, you will find the 'Library' icon, which will direct you to Skillsoft. This platform offers thousands of free online courses available to all county employees. You can use the search bar to find courses by keyword, and if you include an asterisk (*) in your search, it will act as a wildcard to help you locate relevant topics and trainings.



RCIT Helpdesk
Telephone: (951) 955-9900

RIVCOHelp: [Submit New Request](#)