

RivCo Talent Self Service Tutorial



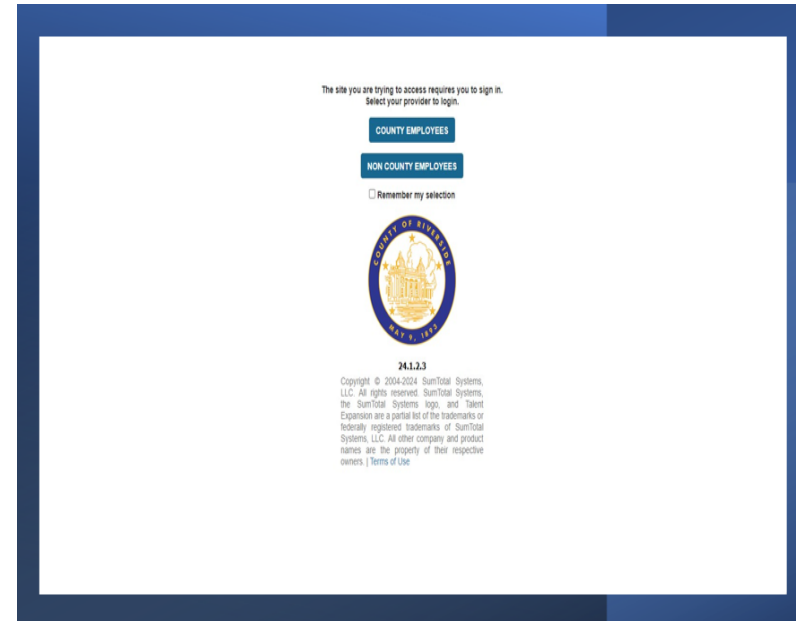
STEP ONE: Visit rc-hr.com

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

OR

You can go to rc-hr.com/hrlod and select '**RivCo Talent Login**'.

- You will be directed to the single sign-on page at <https://corlearning.sumtotal.host/>, which can be saved to your browser's favorite for future reference. Click the button labeled, '**County Employees.**' You will need to enter your @rivco.org email address, and your password is the same as the one you used to sign onto your work computer. If you encounter any issues, please contact **RCIT** for assistance.



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STEP THREE: After signing in, you will be directed to **RivCo Talent**, where you will find County Board-mandated trainings, professional development courses, academies, and job-specific trainings for some county departments.

- Once logged 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 Online Learning Library.
- You will also find the **Online NEO course** here, which will automatically be assigned to you and should appear approximately two weeks after your in-person New Employee Orientation. This course provides additional information not covered during the in-person session, including a recording of the benefits and retirement presentation, which you can review at your convenience.

A screenshot of the RivCo HR Self Service portal. The top navigation bar includes the RivCo HR logo, a 'SELF' dropdown menu, a search bar with 'Learning' selected, and user profile icons. A left sidebar contains 'Home', 'My Tasks', and 'Library' icons. The main content area is titled 'TIMELINE' and has tabs for 'ALL', 'TASKS', 'LEARN' (highlighted in yellow), 'GOALS', and 'FEEDBACK'. Below the tabs is a 'Refresh' button and a 'Sort By' dropdown. A progress bar shows 'TOTAL' (a large blue arrow), '1 CURRENT', and '1 ASSIGNED'. Two learning items are listed: 1. 'VIDEO TUTORIAL: Accessing Completed Evaluations - Manager Tutorial' with a 'RECOMMENDED' tag, 'Status: Assigned', 'Delivery Method: Multimedia (self-paced)', and a 'START' button. 2. 'ECOURSE: Essentials Of Telecommuting: Employee Training' with 'Status: In Progress', 'Delivery Method: eLearning (self-paced)', and a 'START' button.

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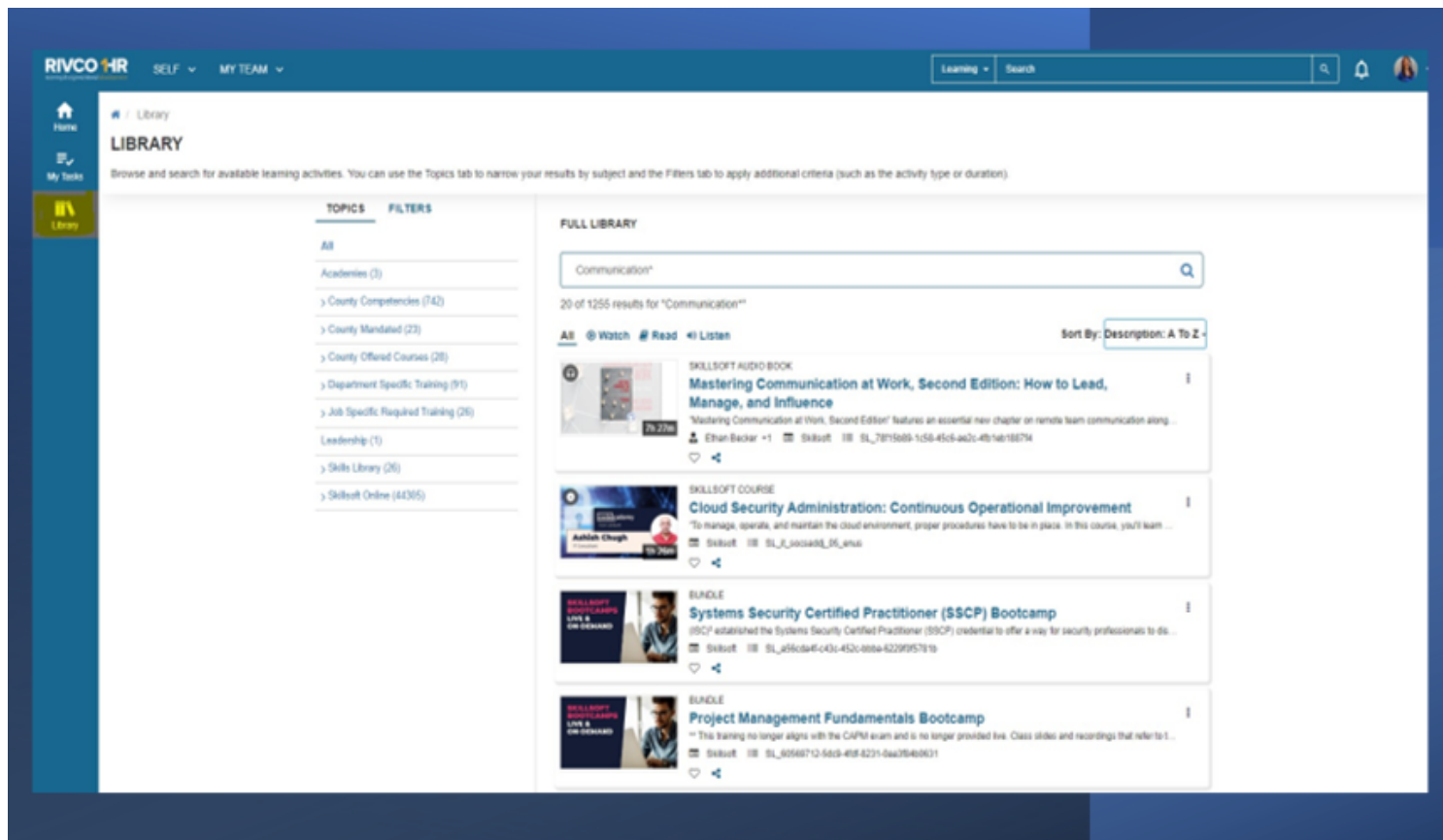
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STEP FOUR: Under the 'My Tasks' icon, you will find the 'Library' icon, which directs you to the **Online Learning Library**. This platform offers thousands of free online courses, videos, books, audiobooks, certification test prep, and more training resources available 24/7 to all county employees.

- You can use the search bar to find courses by keyword. If you include an asterisk (*) in your search, it acts as a wildcard to help locate relevant topics and trainings.



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