





**Instruction for Taking Online Courses**

1. Log on at Vector Solutions website at:  
<http://www.targetsolutions.com/solanocounty>
2. Type your username:

Determine your username by using the chart below.

If you...	Your username is...	Notes
<p><b>have county email access and an account</b></p>	<p>Your email address.            Example:  <a href="mailto: johndoe@solanocounty.com">johndoe@solanocounty.com</a></p> 	<p>Reasons why your email address does not work:</p> <ul style="list-style-type: none"> <li>➤ Your email address has changed due to a name change or other reason</li> <li>➤ Your account is inactive due to no recent activity</li> </ul> <p><b>First time users: Once your account is created you will receive a message from Vector Solutions, please be sure to check your <u>spam</u> and <u>junk folders</u> for this message and follow the instructions in the email.</b></p> 
<p><b>do <u>not</u> have county email access and account</b></p>	<p>the letters COS, followed by your employee ID            Example: <b>COS12345</b></p>	<p>Your employee ID can be found on your paystub through My Pay.</p>
<p><b>are a volunteer or intern</b></p>	<p>Assigned specifically to you by the Dept. of Human Resources</p>	<p>Ask your Dept./Div. Training Coordinator.</p>

3. Type in your password.

All accounts are created with a default password. The default password is: **solano (lower case)**

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\*If the default password does not work for you, you previously changed it. That's ok! You now have the ability to reset your password. See below, under **“What should I do if I forget my password?”**

4. You can now go to the login page, to begin your online training. All Assignments are located on the left-hand side with Announcements displayed on the right-hand side. Be sure to check the Resource Center for important documents in regard to your online training. If you do not see training on the left-hand side that you need to complete, you now have the ability to self-assign training.

- **All courses are available by clicking on the self-assign line.**
- **How do I use self-assign?** Log into Vector Solutions. From the home screen, select the “Self-Assign” link from the menu on the left. The courses will appear on the screen. Choose your course and follow directions to launch your course.
- **How long will it take to complete the online training course?** The courses are self-paced. A bookmark is placed to where you last stopped in the training.

**Please note: Anti-Harassment Training for Supervisors and Managers require a minimum of 2 hours to spend in the course. Your session will be timed. You cannot skim through the questions and materials. In doing so, the course will not allow you to move on to the next section and you will not receive a certificate of completion. If you spend at least 2 to 3 minutes on each slide you will meet the time required per AB1825.**

**How much time will I have to complete the online course?** You should be able to complete your course within 30 days. Not all courses will provide a certificate at the end. If the course you complete does, then please print this certificate and submit it to your department training coordinator.

- **What should I do if I forget my password?**

**Password Reset:** Employees reset their own password. If you forget your password, on the login screen, beneath the Email/Username and Password fields is a link, in red, labeled **“Password recovery”**. Click on this link. You will have two options available to recover your password, either by email address or secret question.

If you have further trouble logging into your account, please contact HR, at [HRTraining@solanocounty.com](mailto:HRTraining@solanocounty.com)

- **When will it show that I have completed the online training course in PeopleSoft?** Completions are posted to your Training Summary in PeopleSoft weekly.

**Additional Information:**

- If the employee is unable to take the course online using their computer, they can sign up to use a computer in the computer lab by emailing their first and last name to [HR Training@solanocounty.com](mailto:HR Training@solanocounty.com) or sign up to take a classroom session when offered through your department training coordinator. The computer lab is located on the third floor in the CAC.