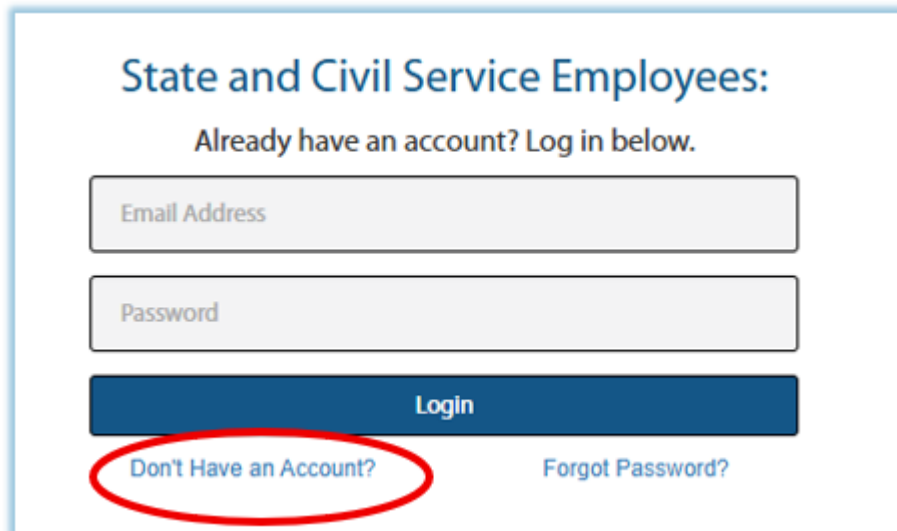


Creating a CalLearns Account: **Court Executive Officers**

1. Go to <https://calhr.geniussis.com/PublicWelcome.aspx>
2. Click on “Don’t Have an Account?” to create your account.



State and Civil Service Employees:

Already have an account? Log in below.

Email Address

Password

Login

[Don't Have an Account?](#) [Forgot Password?](#)

3. Input in your information (see diagram on page 2).
 - A. Enter your First and Last Name
 - B. Enter and confirm your email (caps sensitive)
 - C. Create and confirm a Password
 - D. UN-SELECT the “Are You A California State Employee?”
 - E. Enter “**Court Executive Officer**” for your Job Title
 - F. Enter **your** “**County Name**” for your Organization Name
 - G. Enter your Work Phone Number
 - H. Read the Privacy Notice and Usage Terms
 - I. When finished, click “Create Account”

Create Account

New to the Learning Portal? Create your account below.

A	First Name*: First Name	Last Name*: Last Name
B	Email*: This will be your username (caps sensitive) Your state email address or civil service business email address	
	Confirm Email*: Confirm e-mail address	
C	Password*: Password must contain 8 characters and at least one upper	Confirm Password*: Confirm Password
D	Are You A California State Employee? ☐	County Name
E	Job Title*: Court Executive Officer (Please type this exact Title)	Organization Name*: County Name
G	Work Phone #*: (XXX)XXX-XXXX	

Please read the Privacy Notice prior to creating an account

By clicking on Create Account, you agree with our Usage Terms.

I	Create Account
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