



INSTRUCTIONS FOR MEMBERS TO ENROLL IN AN EMPLOYER SPONSORED CLASS

Member must have a User ID and Password to log into my|calpers (<https://my.calpers.ca.gov/>)

INSTRUCTIONS:

- Log into my|CalPERS
- Click on “Education Resources Tab”
- Click on “View Classes”
- In the “Find Instructor-Led Classes at our Regional Office” drop down box select “*CalPERS Walnut Creek Regional Office*”
- Click on “Go”
- Click on the “Planning Your Retirement” link
- Find your Employer’s Class
- Click on “Enroll” link
- Fill out all of the required information
- Click on “Next Button”
- Check over Summary Page for accuracy
- Scroll down to bottom and click on “Submit”
- Print out the page for your records