



Circular Letter

California Public Employees' Retirement System
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To: All System Access Administrators and Executives

Subject: System Access Administrator Contact Information Verification

Purpose The purpose of this Circular Letter is to request your assistance verifying and updating, as needed, your agency's System Access Administrator (SAA) contact information.

System Access Administrator Contact Information Verification At the end of April 2017, CalPERS emailed all SAAs requesting each to verify their agency SAA contact information in my|CalPERS. Your prompt attention is critical as the SAA role is important to an agency's access to and security of information in my|CalPERS.

If you've already responded to the email and verified your SAA contact information, thank you for your efforts. CalPERS representatives will be contacting agencies that have not verified their SAA contacts. Accurate contact information is important to ensure communication and partnership with CalPERS.

System Access Administrator Responsibilities To conduct business through my|CalPERS your organization must designate one or more SAAs to manage access privileges for all users in your agency. The SAA is the main point of contact and provides my|CalPERS access to users through system administrator pages. The SAA assigns users unique usernames and passwords, resets passwords, grants system access roles, and deactivates access rights to the my|CalPERS system. Each person who accesses confidential employee information in my|CalPERS has his or her own username and password to log in.

**System Access
Administrator
Resources**

For assistance on how to perform SAA transactions, the [my|CalPERS System Access Administration](#) student guide provides detailed information and instructions for performing these duties. We also offer instructor-led System Access Administrator and computer-based my|CalPERS System Access Administration Master Series training on this subject. Register for classes through my|CalPERS from the Education tab.

**Managing
my|CalPERS
Employer Access**

For more information and to view the my|CalPERS System Access Administration instructional video, please visit the [System Access Administrators page](#) on the CalPERS website.

Questions

If you have any questions about this Circular Letter, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

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