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# Circular Letter

TO: **ALL CALPERS EMPLOYERS**

SUBJECT: **my|CalPERS SYSTEM TRAINING FOR EMPLOYERS**

The Public Employer Readiness Team (PERT) is dedicated to providing employers with training on how to use the new my|CalPERS system. With the launch of my|CalPERS on September 19, 2011 quickly approaching and less than 85 days away, it is critical for you and your staff to register and begin taking the training as soon as possible. As we approach the launch of my|CalPERS, ACES will be decommissioned and no longer available to conduct business transactions. The my|CalPERS system training will provide the instruction you need to conduct business with CalPERS and help ensure a smooth transition and continuity in services.

Once my|CalPERS launches, you will be empowered to successfully manage the data and business functions you need to better serve your employees. Our my|CalPERS training courses will help you understand how to use the new system and its enhanced functionalities, strengthening your ability to perform high volume transactions and access many new services.

To register for training, please go to the PERT area of CalPERS On-Line at **[www.calpers.ca.gov/PERT](http://www.calpers.ca.gov/PERT)**. Select **Training and Education** and then select **my|CalPERS Training**. From this page, you will be able to begin the registration process by selecting **Register Now**, as well as view a description of the training we offer, download a matrix to help you determine which training is most relevant to you and your agency, and acquire training materials.

Please be sure to register for training as early as possible. Seats in our webinars and instructor-led training courses are filling up fast. To ensure all attendees receive the personal attention needed, we have limited seating available for each course on a first come, first served basis. The closer we get to the launch of my|CalPERS, the more difficult it will be to find space available.

PERT is here to assist with your training needs so you can be prepared to experience the benefits of my|CalPERS. If you have any questions, please contact the Employer Contact Center at **888 CalPERS** (or **888-225-7377**).

KAREN DEFRANK, Project Manager  
Public Employer Readiness Team (PERT)