

State Controller's Office

PPSD Statewide Training Registration & Cancellation

Rev. 05/2026





How to Register

1. Review the course description for the class you are interested in attending.

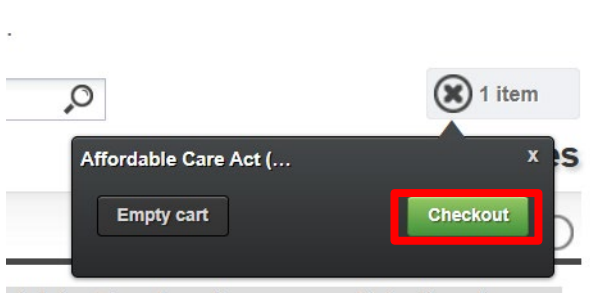
Browse Courses

Course#	Course name	Start date	Time	Location	Default sort
PPSD003	Employment History Overview	6/2/2026	9:00	Webinar link will be AM provided via email	Closed Enrollment
PPSD032	Management Information Retrieval System (MIRS) Training	6/8/2026	8:30	Webinar link will be AM provided via email	Class full
PPSD003	Employment History Overview	6/9/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD026	Corrective Actions	6/10/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD027	Fundamentals of Personnel: Qualifying Pay Periods, Sick Leave, and Vacation	6/11/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD003	Employment History Overview	6/23/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD034	Affordable Care Act (ACA) Training	6/24/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD026	Corrective Actions	6/25/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD027	Fundamentals of Personnel: Qualifying Pay Periods, Sick Leave, and Vacation	6/25/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD034	Affordable Care Act (ACA) Training	7/2/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD032	Management Information Retrieval System (MIRS) Training	7/6/2026	8:30	Webinar link will be AM provided via email	Class full
PPSD034	Affordable Care Act (ACA) Training	8/12/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD034	Affordable Care Act (ACA) Training	8/20/2026	12:30	Webinar link will be PM provided via email	Class full
PPSD032	Management Information Retrieval System (MIRS) Training	9/14/2026	8:30	Webinar link will be AM provided via email	Class full
PPSD034	Affordable Care Act (ACA) Training	9/23/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD034	Affordable Care Act (ACA) Training	10/1/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD032	Management Information Retrieval System (MIRS) Training	10/5/2026	8:30	Webinar link will be AM provided via email	Class full
PPSD034	Affordable Care Act (ACA) Training	10/21/2026	9:00	Webinar link will be AM provided via email	Class full
PPSD034	Affordable Care Act (ACA) Training	10/29/2026	9:00	Webinar link will be AM provided via email	Wait space available
PPSD034	Affordable Care Act (ACA) Training	11/4/2026	9:00	Webinar link will be AM provided via email	Wait space available
PPSD034	Affordable Care Act (ACA) Training	11/12/2026	9:00	Webinar link will be AM provided via email	Add to cart

2. Once you have identified your course, select **Add to Car**. Repeat this process for each class you wish to attend.

PPSD034	Affordable Care Act (ACA) Training	11/12/2026	9:00 Webinar link will be AM provided via email	Add to cart
PPSD034	Affordable Care Act (ACA) Training	12/2/2026	9:00 Webinar link will be AM provided via email	Class full
PPSD034	Affordable Care Act (ACA) Training	12/10/2026	9:00 Webinar link will be AM provided via email	Add to cart

3. Once you have added all your courses, click the **Shopping Cart** icon in the top right corner.



4. Click **Login** as student (Participant) or **Create Account** for new user.

Please login below

Username

student1

Password

.....

Forgot your username or password?

Participant

Instructor

Supervisor

If you are a new user, click below to create a new account.

Create account



How to Register

5. Click **Proceed to Next Step**.

1

2

3

4

Log in/ Create AccountReviewProcessingReceipt & Confirmation

Add more Courses

Review your current order

Course Name	Date(s)	Time(s)	Status
PPSD034 Affordable Care Act (ACA) Training - 5631	11/12/2026	9:00 AM - 12:30 PM	Open: 18 Open Seats Left Wait List: 5 Wait Spaces Available



Proceed to Next Step

6. Your course enrollment is now complete.

1

2

3

4

Log in/ Create AccountReviewProcessingReceipt & Confirmation

Thank you for enrolling!

Order Receipt

Enrollment Details:

Date: 5/29/2026
Registration number: CPVP45LJ0323436
Username: johstudent

Participant Information:

Jin Oh
joh@sco.ca.gov

Order Details

Course name	Course#	Dates	Status
Affordable Care Act (ACA) Training	PPSD034	11/12/2026 9:00 AM - 12:30 PM	Enrolled

7. You will receive a confirmation email after enrollment completion.

REGISTRATION CONFIRMATION

Thank you Student!

This is your course confirmation. You have successfully registered for the following course(s):

Course Information

Course: Affordable Care Act (ACA) Training
Date/Time: 11/12/2026 9:00 AM - 12:30 PM

Enrolled

Location: Webinar link will be provided via email
Room:
Location Map: Click here for map

If you are in need of a reasonable accommodation, please contact us at:
If you have any questions throughout the registration process, please feel free to contact:

ACA Consultants
PPSDACATraining@sco.ca.gov

Thank you!

✗ How Do I Cancel My Registration?

1. The first thing you will want to do when you are logged in, is go to your account by clicking on "My Account" in the top right corner



California State Controller's Office

WELCOME TO THE SCO PERSONNEL AND PAYROLL
SERVICES AND TRAINING REGISTRATION

Home | Create account | Calendar | **Login**



2. You will see a "Courses" widget that lists your courses. From the select drop-down on the right, you can choose "Cancel Course" which would cancel your registration for that course.

Courses

Print Show Grid

Enrolled Waiting Past Transcribed Cancelled Multiple |

#	Course Name	Enrolled by	Start Date	Action
orderheader: CMRBFKFO2611378		Paid Amount: \$0.00		
8322	Test Auth Partial		12-12-2015	select... Cancel Course Print Receipt View Coursework
orderheader: COSL5NND6196961		Paid Amount		
8249	Show Eval		08-27-2010	

3. You are now canceled from the course. You will get a cancellation email.

