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State staff should access Cornerstone through the PeopleSoft Employee Self Service (ESS) website (where you enter your payroll time).

- 1. Go to the <u>PeopleSoft Employee Self Service</u> website.
- 2. Select the **My Learning** tile on the homepage.
- 3. You will be taken to Cornerstone.



State staff don't have login credentials for the Cornerstone website, so if you happen to get logged out of Cornerstone accidentally, repeat the above steps to get back into Cornerstone by going through the Employee Self Service site.

Job aids on how to search for courses, register for courses, and perform other tasks can be found on the <u>DPM website</u>: under the **Employees** option in the main menu, select **Training & Education**, and then select **Cornerstone Learning**.