

## **Enrolling in the UKG HR Service Delivery Employee Knowledge Base Self-Service Portal**

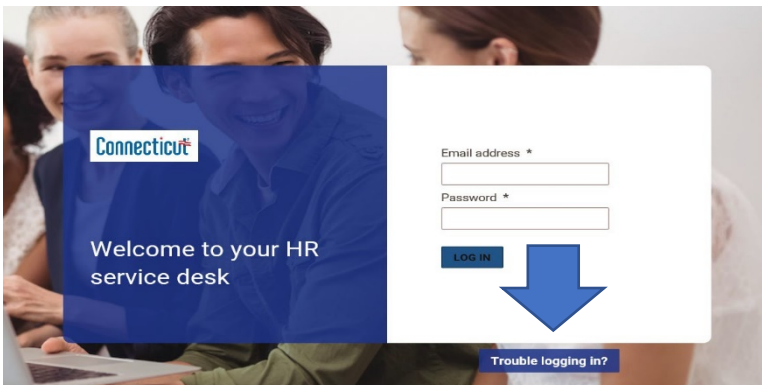
This guide provides State of Connecticut employees instructions on how to create an account for their UKG Human Resource Service Delivery Employee Knowledge Base Self-Service Portal.

In order to access the portal you must have a valid email address entered in the 'System Profile' section of Core-CT. If you do not have an email entered in this section you will not be able to enroll in this self-service portal. Please review the "Adding or Updating an Email Address in Core-CT" document for instructions on how to add or change your email address. Once you add or change your email address in Core-CT you must wait until the next day to create your UKG account.

Please contact DAS Statewide HR via email at [DAS.HRSD@ct.gov](mailto:DAS.HRSD@ct.gov) with any issues, comments, or concerns regarding the self-service portal.

### **Steps to Enroll:**

1. Click on the following link to access the employee portal webpage: [Home | State of Connecticut \(people-doc.com\)](#).
2. The link will take you to the following screen. Click on the 'Trouble logging in?' box that is located on the bottom right-handed part of your screen.



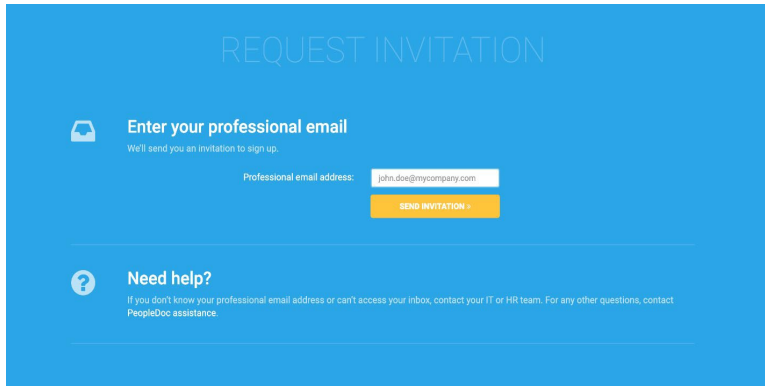
3. Under the header 'New to the platform?' click on the box labeled 'Request Activation Link'.

New to the platform?

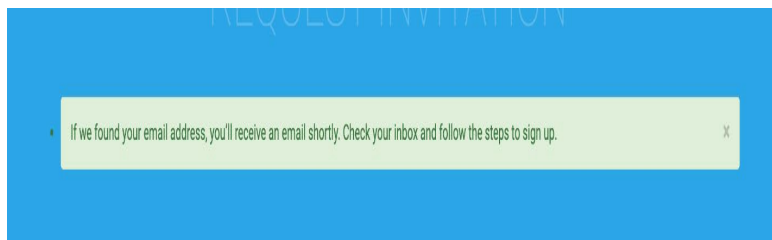
If you've never logged in before, you will need to request an account activation link.

[REQUEST ACTIVATION LINK](#)

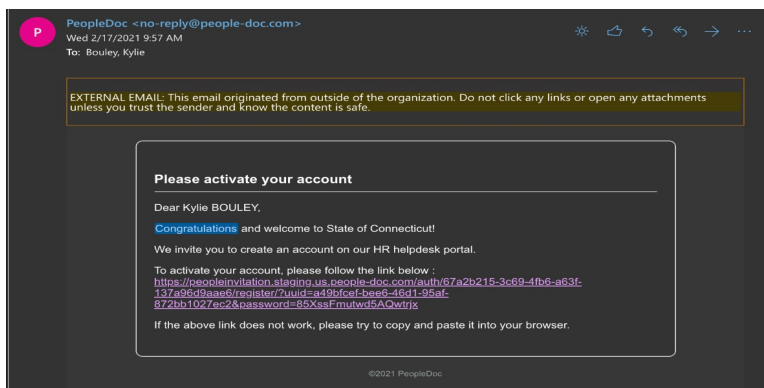
- You will be redirected to the screen below. Enter your professional or personal email address that is stored in the 'System Profile' area of Core-CT and click on 'Send Invitation'.



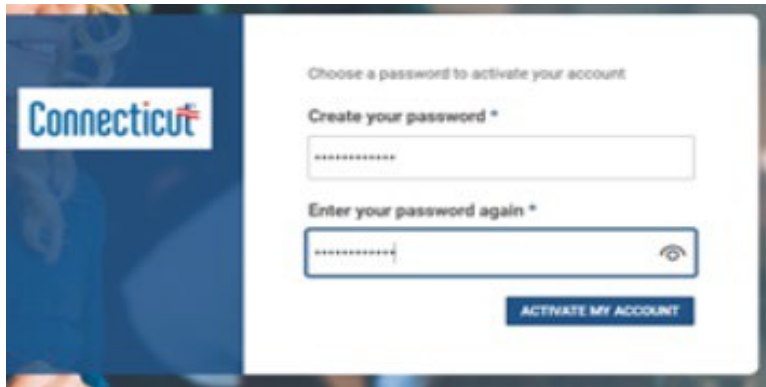
- The following message will appear. Please check your inbox for a message titled '[State of Connecticut] Create your account'.



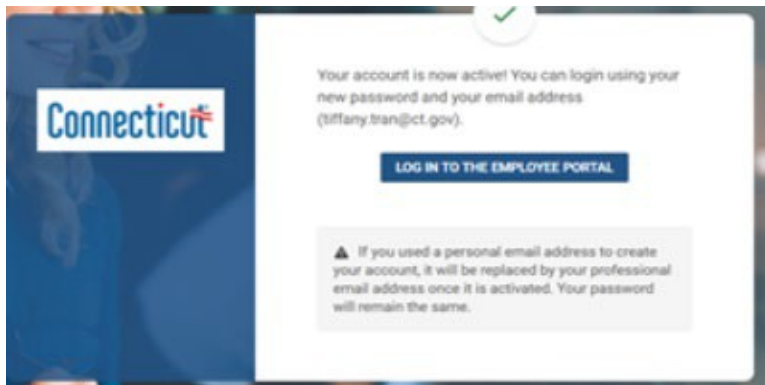
- Click on the link contained in the email that directs you to activate your account. If you do not receive an email within a few minutes, please check your junk or spam folders. If you still do not receive an email, please contact [DAS.HRSD@ct.gov](mailto:DAS.HRSD@ct.gov) for further instructions.



- The link will direct you to the screen below. Create your password, re-enter the same password again to confirm, and then click on 'Activate My Account'.

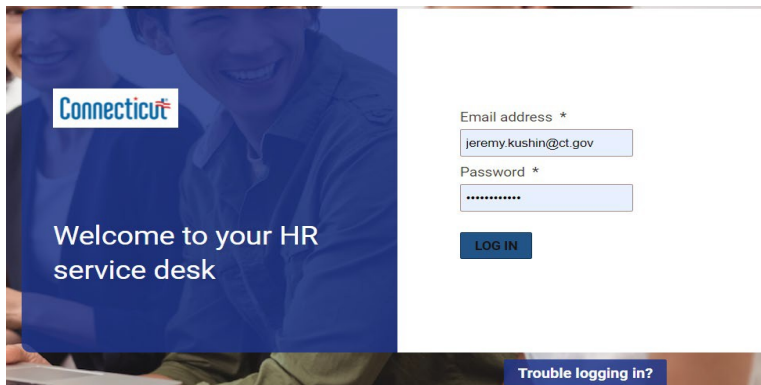


- The following screen will appear to indicate you have successfully activated your account. You will also receive an email confirming the successful activation of your account. You are now able to log into the employee portal with your newly created account.



### Going Forward:

To access your self-service portal you will click on the same link located at the top of this guide and enter your login information. Please be sure to save this as a bookmark!



Please contact DAS Statewide HR via email at [DAS.HRSD@ct.gov](mailto:DAS.HRSD@ct.gov) with any issues, comments, or concerns with the self-service portal.