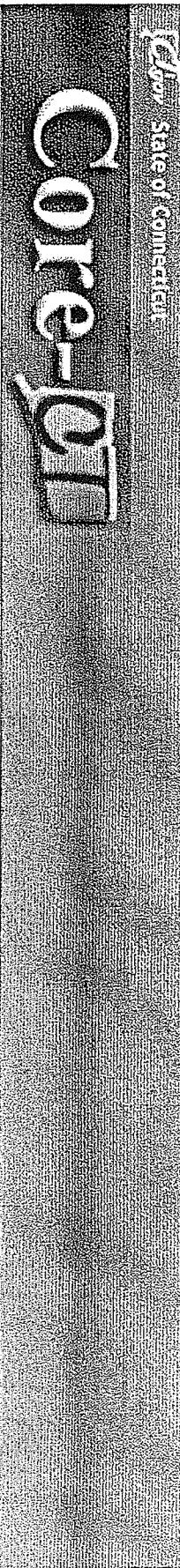


# Welcome to Core-CT

This presentation will cover three 'must know' topics for first time Core-CT users:

- Logging In For the First Time
- Setting A Password Recovery Question and Email
- Viewing Your Paycheck Information



# Core-CT

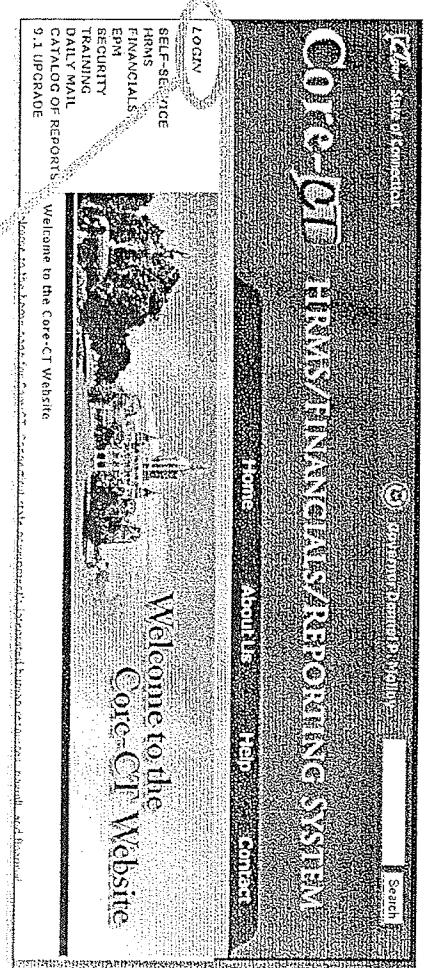
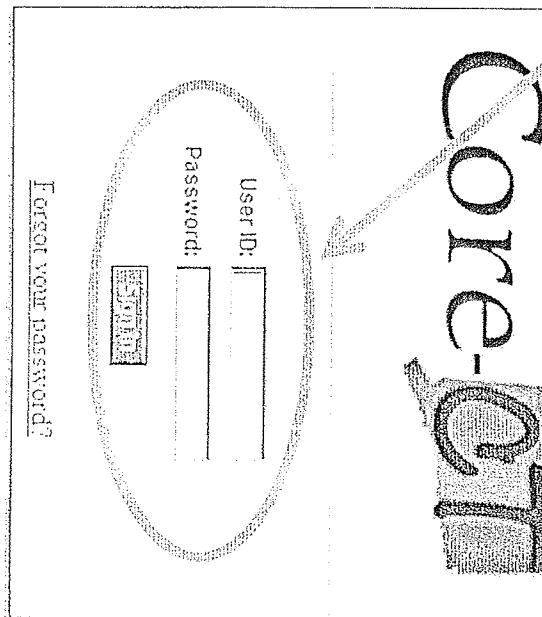
## Logging In the First Time

The first time you log into Core-CT with the User ID and Password provided, you will be prompted to change your Password.

Here's How:

1. Open a browser and go to the Core-CT website:  
<http://www.core-ct.state.ct.us/>
2. Click on Login
3. Enter the User ID and Password provided to you
  - This Password will expire after your first log in, and you will need to change it

User ID = Employee number  
Password = First 4 letters of last name (all caps) + last 4 digits of Social Security Number



# Core-CT Password Change Prompt

To change your Password, Click on the Link to begin

ORACLE  
PEOPLESOFT ENTERPRISE

Your password has expired.

[Click here to change your password.](#)

# Core-CT Changing Your Password

## To Change Your Password

1. Enter your Current Password  
(the password provided to you)
2. Enter a new Password of your choice
3. Re-enter the new Password to confirm
4. Click on 'Change Password' to accept your new Password

Change Password

User ID: 9999999

Description: Lastname,Firstname

\*Current Password:

\*New Password:

\*Confirm Password:

For Help  
contact  
core.sup  
ct.gov

NEW PASSWORD REQUIREMENTS 12/14/2007  
Password minimum length = 8 characters  
Passwords are case sensitive  
Last 6  
passwords  
cannot be  
reused

Notify me

Please note the New Password Requirements

Once logged in, you will see the Core-CT Portal Home Page - the Gateway to Core-CT



# Portal Home Page

The image shows the Core-CT Portal Home Page. At the top, there is a navigation bar with links for "Core-CT Home", "Log In", "Forgot Password?", and "Help". Below the navigation bar, there are several sections:

- Personal Information:** Includes links for "Personal Information", "Personal Information Summary", "Home and Mailing Address", "Phone Numbers", "Email Addresses", "Emergency Contacts", "Medical Status", "Name Change", and "Group".
- Time and Labor:** Includes links for "Time and Labor", "Timecard", "Approve Time", and "Payroll".
- Core-CT News:** Includes links for "EPA News", "EPA Upgrades to 9.11", "Finance News", "Finance News", "HR News", "HR News", and "View All Articles".
- My Reports:** Includes links for "No Reports To Display" and "Report Manager".

While the Portal includes many tools and applications, this presentation highlights:

- Setting Your Password Recovery question and email address
- Viewing Your Paycheck

# Core-CT Setting Password Recovery

The image consists of two vertically stacked screenshots of a software application window. Both screenshots have a title bar at the top with the text 'Core-CT Setting Password Recovery'. The top screenshot shows a 'Personal Information' section with a list of items: Personal Information, Personal Information Summary, Home & Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Marital Status, Name Change, and Ethnic Origins. A blue oval highlights the 'My System Profile' link under the 'Personal Information' heading. The bottom screenshot shows a 'General Profile Information' section with a list of items: DEP Upgrade91, Change My Password, and Change or setup forgotten password help. A blue oval highlights the 'Change My Password' link under the 'General Profile Information' heading.

‘My System Profile’ lets you Change Your Password and set up a recovery hint if you forget your password

Here’s How:

1. Click on ‘Change My Password’ in the ‘My System Profile’ area
2. Click on ‘Change’ or set up forgotten password help’

Now, you are ready to create your Password Recovery hint

# Core-CT Select a Recovery Question

Favorites | Main Menu > My System Profile

Core-CT Help

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

1. Select the hint question from the Drop Down Menu and type a response
2. Click 'OK' to continue on to set up your Primary Email address

# Core- Enter a Recovery Email Address

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	dot.core.emailtest@ct.gov
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

## You must add/update your 'Primary Email Account'

If you forget your Password, it will be emailed to the address you indicate

Here's How:

1. Click in the 'Primary Email Account' box to select the email address as primary
2. Select the 'Email Type' from the Drop Down Menu
3. Type in your email address

4. - Click Save (Bottom left of screen)

5. - Click My Tab at top left of screen

# Core-CT

## Viewing Paychecks

The image shows the Core-CT Payroll eApp interface. The main menu bar includes 'Favorites', 'Main Menu', 'Core-CT Help', and 'Logout'. The 'Main Links' section is set to 'Select One'. The 'Personal Information' section contains links for 'Personal Information' (with a sub-note: 'Review and update your personal information.'), 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', and 'Electronic Groups'. The 'My System Profile' section contains links for 'Set up personal preferences, such as email and language preferences.', 'No System File', and 'Change My Password'. The 'Time and Labor' section contains links for 'Time and Labor' (with a sub-note: 'Report and approve time.'), 'Billing Time', and 'Timesheet'. The 'Payroll' section contains links for 'Payroll' (with a sub-note: 'Review current and prior paychecks.'), 'New Paycheck', and 'Payroll History'. The 'Core-CT News' section contains links for 'EPM News' (with a sub-note: 'EPM Upgrade to 9.11'), 'Finance News' (with a sub-note: 'Y2K and EPM Activities Calendar'), 'HR News' (with a sub-note: 'HRM 9.1 Upgrades in Pay Line!'), 'Meetings' (with a sub-note: 'Upcoming Announcements'), and 'Other Articles and Services'. The 'My Reports' section contains links for 'No reports to display' and 'Report Manager'.

- The 'Payroll' eApp, called ePay, includes the ability for employees to view and print their paycheck information online
- Click on the 'View Paycheck' link to access Paycheck information

# Core-CT

## View Paycheck

View Paycheck					
Pay Period End Date	Advice Check Date	Paycheck	Repayment	Links	Select One:
2012-04-05	2012-04-19	04/05/2012	04/05/2012		
2012-04-22	2012-04-04	04/22/2012	04/22/2012		
2012-03-26	2012-03-22	03/26/2012	03/26/2012		
2012-03-26	2012-03-08	03/26/2012	03/26/2012		
2012-03-29	2012-02-23	03/29/2012	03/29/2012		
2012-03-29	2012-02-08	03/29/2012	03/29/2012		
2012-01-12	2012-01-06	01/12/2012	01/12/2012		
2011-12-26	2011-12-12	12/26/2011	12/26/2011		
2011-12-26	2011-12-29	12/26/2011	12/26/2011		
2011-12-01	2011-12-15	12/01/2011	12/01/2011		
2011-11-23	2011-12-01	11/23/2011	11/23/2011		
2011-11-23	2011-11-17	11/23/2011	11/23/2011		
2011-10-20	2011-11-03	10/20/2011	10/20/2011		
2011-10-20	2011-10-20	10/20/2011	10/20/2011		
2011-09-24	2011-10-06	09/24/2011	09/24/2011		
2011-09-08	2011-09-23	09/08/2011	09/08/2011		
2011-08-26	2011-09-06	08/26/2011	08/26/2011		
2011-08-21	2011-08-25	08/21/2011	08/21/2011		
2011-07-26	2011-08-01	07/26/2011	07/26/2011		
2011-07-18	2011-07-28	07/18/2011	07/18/2011		
2011-06-30	2011-07-12	06/30/2011	06/30/2011		
2011-06-18	2011-06-30	06/18/2011	06/18/2011		
2011-06-03	2011-06-16	06/03/2011	06/03/2011		
2011-05-19	2011-05-02	05/19/2011	05/19/2011		
2011-05-05	2011-05-16	05/05/2011	05/05/2011		

The 'View Paycheck' page displays a summary of pay information for each check received

An online pay advice is available for review

If you have more than one job associated with the same User ID, each job will be listed, distinguished by Dept. ID and Job Title

Click the date of the Paycheck you'd like to review

# Core-CT

## About Pop-Up Blockers

- Some employees have encountered difficulties when first attempting to view their paycheck information due to Pop-Up Blocker settings
- Employees are advised to contact their agency's local IT support to provide initial support with this
- Should additional assistance be needed, please have your local IT support contact the Core-CT Help Desk

**Core-CT** To learn more about Core-CT

Core-CT IMPROVING CHILDREN'S LEARNING

Core-CT

IMPROVING CHILDREN'S LEARNING

Visit the Core-CT Website at:

<http://www.core-ct.state.ct.us/>

