

Welcome to Core-CT

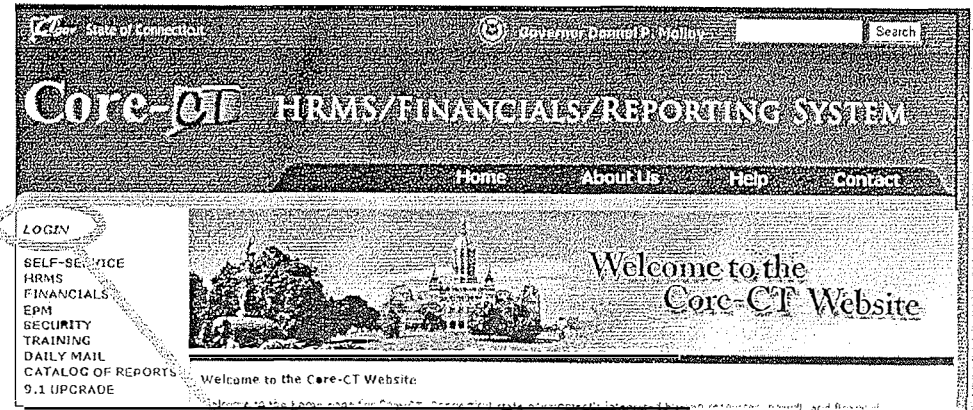
This presentation will cover three 'must know' topics for first time Core-CT users:

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



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.

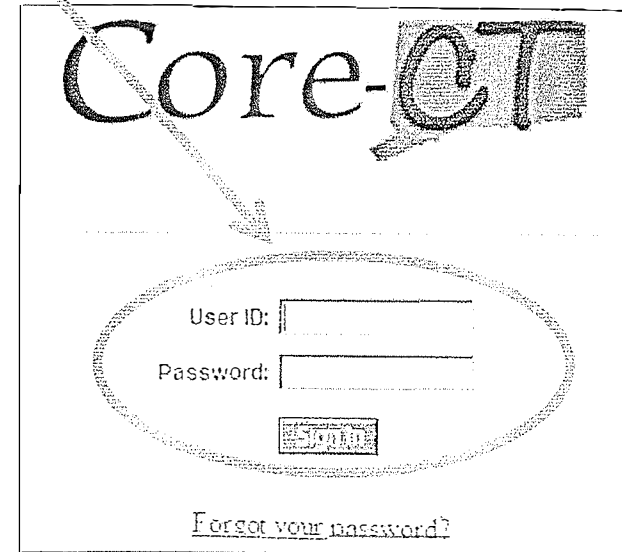


Here's How:

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

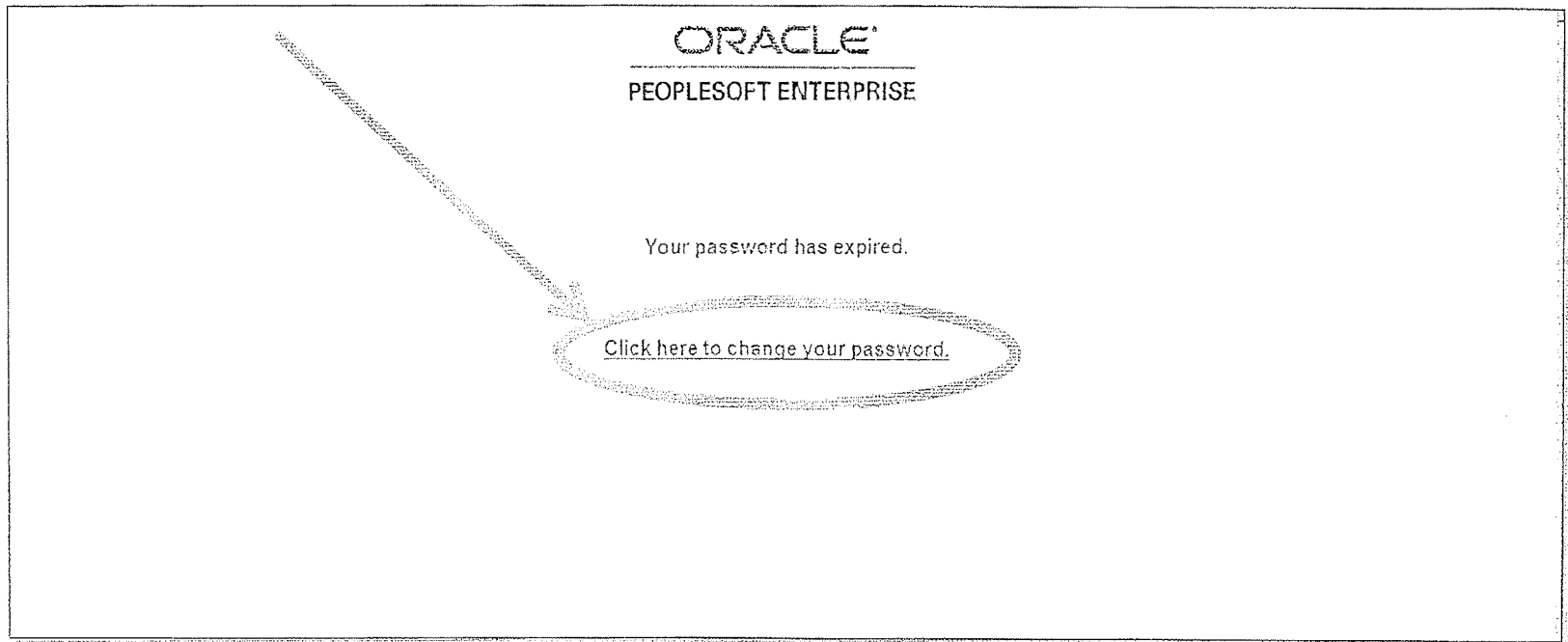


User ID = Employee number

Password = First 4 letters of last name (all CAPS) + last 4 digits of Social Security Number

Core-IT Password Change Prompt

To change your Password, Click on the Link to begin



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

GRADLE

Change Password

User ID: 9999999

Description: Lastname,Firstname

*Current Password: [password field]

*New Password: [password field]

*Confirm Password: [password field]

Change Password

For Help:
contact:
core.support@ct.gov

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NEW PASSWORD REQUIREMENTS 12/14/2007

Password minimum length = 8 characters
Password must include a minimum of 3 numbers
Passwords are case sensitive
Last 6 passwords cannot be reused

Please note the New Password Requirements

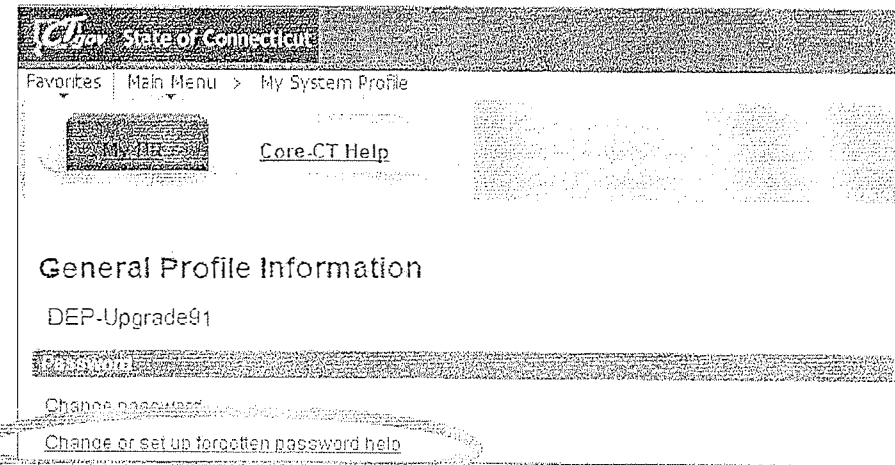
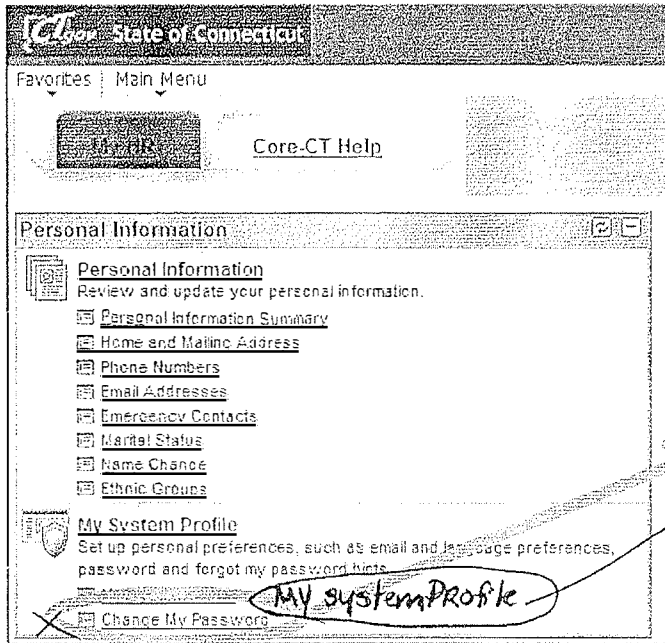
Once logged in, you will see the Core-CT Portal Home Page - the Gateway to Core-CT

The screenshot displays the Core-CT Portal Home Page. At the top left, it features the 'State of Connecticut' logo and navigation links for 'Favorites' and 'Main Menu'. A 'My HR' button and 'Core-CT Help' link are also present. On the right, there is a 'My Links' dropdown menu. The main content area is divided into several sections:

- Personal Information:** Includes links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Marital Status', 'Name Change', and 'Ethnic Groups'. Below this is the 'My System Profile' section for setting preferences and changing passwords.
- Time and Labor:** Contains 'Time and Labor' (Report and approve time, Timesheet, Approve Time) and 'Payroll' (Review current and prior paychecks, View Paycheck).
- Core-CT News:** Features 'EPM News' (EPM Upgrade to 9.11), 'Finance News' (Year End Activities Calendar), and 'HR News' (HCM 9.1 Upgrade is now Live!). It also includes options for 'Unsubscribe Selected Articles', 'Feed', and 'View All Articles and Sections'.
- My Reports:** Shows 'No Reports To Display' and a 'Report Manager' link.

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

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



'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~~ *My System Profile*' 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

My HR 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

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	doit.core.emailtest@ct.gov

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 myHR Tab at top left of screen

The screenshot displays the Core-CT web application interface. At the top, there is a navigation bar with 'Favorites' and 'Main Menu' on the left, and 'My Links' and 'Select One' on the right. Below this, there are several panels:

- Personal Information:** A panel on the left containing links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Marital Status', 'Name Change', and 'Ethnic Groups'. Below this is the 'My System Profile' section for setting preferences.
- Time and Labor:** A central panel with links for 'Time and Labor' (Report and approve time), 'Timesheet', and 'Approve Time'.
- Payroll:** A panel below 'Time and Labor' with a link for 'Payroll' (Review current and prior paychecks) and a 'View Paycheck' link. A mouse cursor is pointing at the 'View Paycheck' link.
- Core-CT News:** A panel on the right with sections for 'EPM News' (link: 'EPM Upgrade to 9.1!'), 'Finance News' (link: 'Year End Activities Calendar'), and 'HR News' (link: 'HCM 9.1 Upgrade is now Live!').
- My Reports:** A panel at the bottom right showing 'No Reports To Display' and a 'Report Manager' link.

- 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

State of Connecticut
 Favorites | Main Menu | Self Service | Payroll | View Paycheck

Core-CT Help My Links Select One: ▾

Pay Period End Date	Advice Check Date	Paycheck Option	Department
2012-04-05	2012-04-19	Advice	OSC15000
2012-03-22	2012-04-04	Advice	OSC15000
2012-03-06	2012-03-22	Advice	OSC15000
2012-02-23	2012-03-08	Advice	OSC15000
2012-02-09	2012-02-23	Advice	OSC15000
2012-01-26	2012-03-09	Advice	OSC15000
2012-01-12	2012-01-26	Advice	OSC15000
2011-12-29	2012-01-12	Advice	OSC15000
2011-12-16	2011-12-29	Advice	OSC15000
2011-12-03	2011-12-15	Advice	OSC15000
2011-11-17	2011-12-01	Advice	OSC15000
2011-11-03	2011-11-17	Advice	OSC15000
2011-10-20	2011-11-03	Advice	OSC15000
2011-10-06	2011-10-20	Advice	OSC15000
2011-09-22	2011-10-06	Advice	OSC15000
2011-09-08	2011-09-22	Advice	OSC15000
2011-08-25	2011-09-08	Advice	OSC15000
2011-08-11	2011-08-25	Advice	OSC15000
2011-07-28	2011-08-11	Advice	OSC15000
2011-07-14	2011-07-28	Advice	OSC15000
2011-06-30	2011-07-14	Advice	OSC15000
2011-06-16	2011-06-30	Advice	OSC15000
2011-06-03	2011-06-16	Advice	OSC15000
2011-05-19	2011-06-03	Advice	OSC15000
2011-05-05	2011-05-19	Advice	OSC15000

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- 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

- 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 HRMS/FINANCIALS/REPORTING SYSTEM

Visit the Core-CT website at:
<http://www.core-ct.state.ct.us/>

LOGIN
HELP DESK
FINANCIALS
EDM
SECURITY
TRAINING
DAILY MAN
CATALOG OF
OPERATION

E
D
VETERANS