



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

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

Core-CT

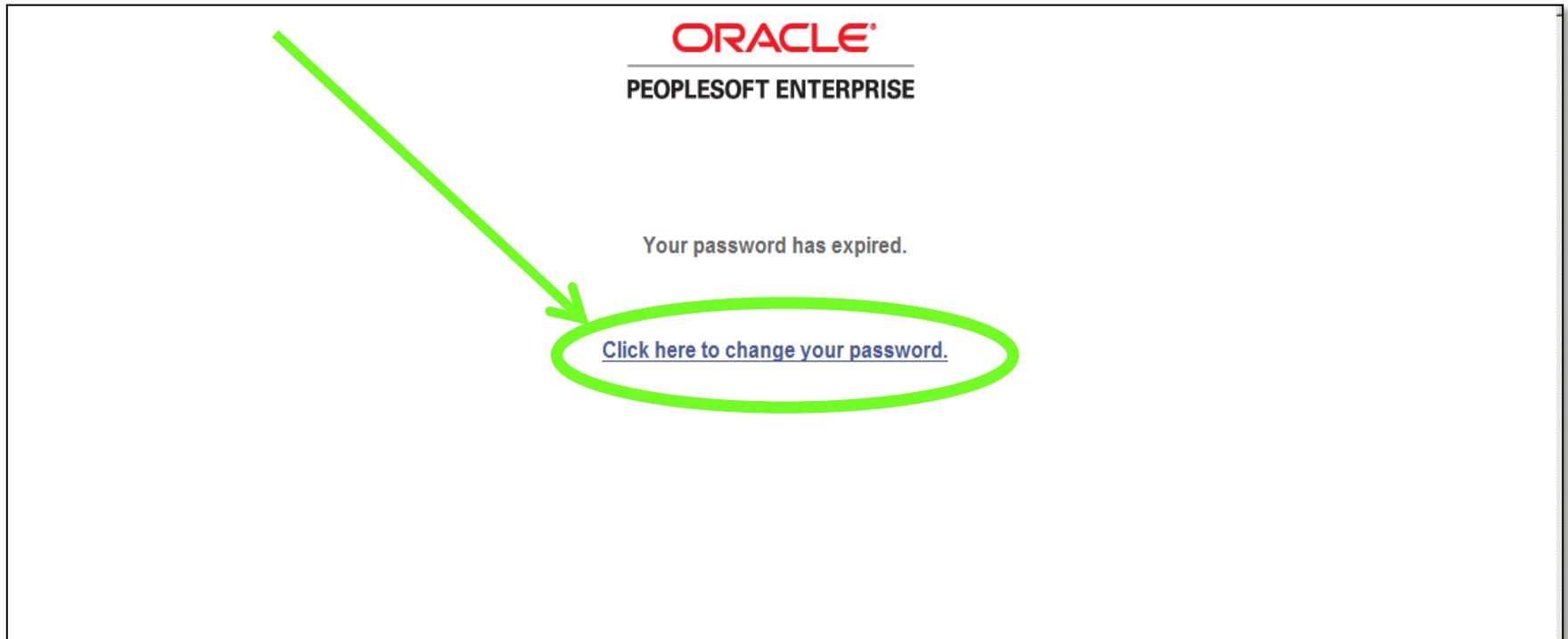
User ID:

Password:

[Forgot your password?](#)

Core-CT 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

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 shows the Oracle 'Change Password' interface. At the top, it says 'ORACLE'. Below that, the title is 'Change Password'. The form displays the following information:

- User ID: 9999999
- Description: Lastname,Firstname
- *Current Password: [password field]
- *New Password: [password field]
- *Confirm Password: [password field]

The 'Change Password' button is circled in green. To the right of the form, there are 'NEW PASSWORD REQUIREMENTS 12/14/2007' listed in blue text:

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

At the bottom left, there are links for 'For Help', 'contact', 'core.support', and '@.gov'. A 'Notify' button is also present at the bottom left.

The screenshot displays the Core-CT Portal Home Page. At the top, there is a navigation bar with links for Home, Worklist, Add to My Links, and Sign out. Below this, a Favorites and Main Menu section contains buttons for My HR and Core-CT Help, along with a My Links dropdown menu. The main content area is divided into several panels:

- Personal Information:** A panel with a sub-section for Personal Information (Review and update your personal information) 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 a My System Profile section (Set up personal preferences, such as email and language preferences, password and forgot my password hints) with links for My System Profile and Change My Password.
- Time and Labor:** A panel with a sub-section for Time and Labor (Report and approve time) containing links for Timesheet and Approve Time.
- Payroll:** A panel with a sub-section for Payroll (Review current and prior paychecks) containing a link for View Paycheck.
- Core-CT News:** A panel with three news sections: EPM News (EPM Upgrade to 9.1!), Finance News (Year End Activities Calendar), and HR News (HCM 9.1 Upgrade is now Live!). It also includes links for Update Submitted Articles, a Feed dropdown, and View All Articles and Sections.
- My Reports:** A panel showing "No Reports To Display" and a link for Report Manager.

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

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

State of Connecticut

Favorites Main Menu

My HR Core-CT Help

Personal Information

Personal Information
Review and update your personal information.

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Marital Status
- Name Change
- Ethnic Groups

My System Profile
Set up personal preferences, such as email and language preferences, password and forgot my password hints

- Change My Password

State of Connecticut

Favorites Main Menu > My System Profile

My HR Core-CT Help

General Profile Information

DEP-Upgrade91

Password

Change password

Change or set up forgotten password help

'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

Favorites | Main Menu > My System Profile

[My HR](#) [Core-CT Help](#)

Change or set up forgotten password help

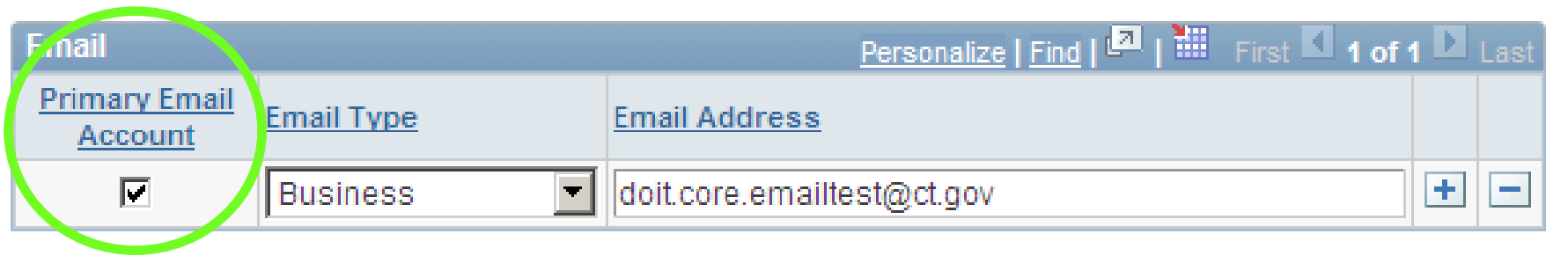
If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.



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



Email				
Personalize Find  		First	1 of 1	Last
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
 - You can use a personal email address if no business email address exists
4. Click 'Save' in the lower left corner of the screen.

The screenshot shows the Core-CT web application interface. At the top, there is a navigation bar with links for Home, Worklist, Add to My Links, and Sign out. Below this is a Favorites and Main Menu section with buttons for My HR and Core-CT Help. The main content area is divided into several panels:

- Personal Information:** Contains links for Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Marital Status, Name Change, and Ethnic Groups. It also includes a My System Profile section for setting preferences.
- Time and Labor:** Contains links for Time and Labor (Report and approve time), Timesheet, and Approve Time.
- Payroll:** Contains a link for View Paycheck, which is highlighted with a green arrow.
- Core-CT News:** Contains sections for EPM News (EPM Upgrade to 9.1!), Finance News (Year End Activities Calendar), and HR News (HCM 9.1 Upgrade is now Live!). It also includes a Feed section for Update Submitted Articles and View All Articles and Sections.
- My Reports:** Shows '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

CT.gov State of Connecticut

Home Worklist Add to My Links Sign out

Favorites Main Menu > Self Service > Payroll > View Paycheck

My HR Core-CT Help

My Links Select One: ▼

Paycheck Selection:

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
2012-03-08	2012-03-22	Advice	OSC15000
2012-02-23	2012-03-08	Advice	OSC15000
2012-02-09	2012-02-23	Advice	OSC15000
2012-01-26	2012-02-09	Advice	OSC15000
2012-01-12	2012-01-26	Advice	OSC15000
2011-12-29	2012-01-12	Advice	OSC15000
2011-12-15	2011-12-29	Advice	OSC15000
2011-12-01	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
2011-06-02	2011-06-16	Advice	OSC15000
2011-05-19	2011-06-02	Advice	OSC15000
2011-05-05	2011-05-19	Advice	OSC15000
2011-04-21	2011-05-05	Advice	OSC15000

- 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

State of Connecticut Governor Dannel P. Malloy Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

LOGIN

- SELF-SERVICE
- HRMS
- FINANCIALS
- EPM
- SECURITY
- TRAINING
- DAILY MAIL
- CATALOG OF
- 9.1 UPGRAD

OFFICE of the STATE COMPTROLLER

D&A

VETERANS

GOVERNOR'S

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