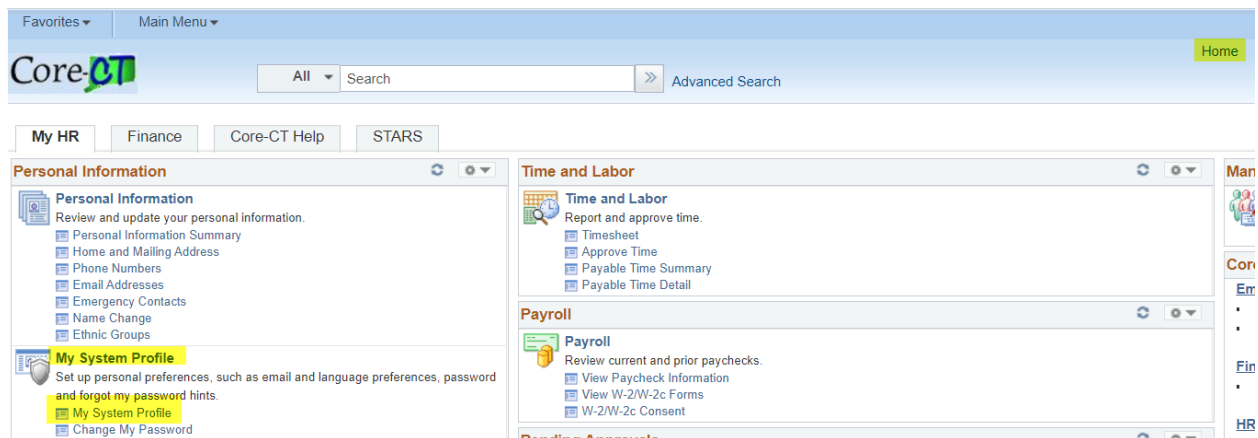


Adding or Updating an Email Address in Core-CT

The email address stored on one's System Profile (or User ID) in Core-CT is the email address used by employees to login to their UKG Human Resource Service Delivery Employee Knowledge Base Self-Service Portal. It is also the email used in Core-CT when system-generated emails are produced for users, including emails generated when employees use the "Forgot My Password" feature.

Employees can update the email address on their System Profile directly by navigating to the System Profile link on the Home page in Core-CT.



Once the System Profile link is selected, the email address can be reviewed and updated.

1. Important: Ensure the Primary Email Account box is checked.
2. Enter the Email Type of "Business" for all types of email accounts if you wish to use this address for your employee portal. This is required for the "Forgot My Password" feature to work correctly and ensures that these work-related communications route properly.
3. Enter your email address and click "Save".
Important note: It is highly encouraged that you enter your "ct.gov" email address if you have one, rather than a personal email address.

Also, while employees may choose to populate more than one email address (Business and Home, for example) by hitting the plus button and entering another email address, it is not required or necessary. Should more than one email address be populated, only one, the Business Email Address having the Email Type of "Business" must be checked as the Primary Email Account.

If you have any questions regarding adding or updating your email address please contact your HR Office or your [Core-CT HRMS Security Liaison](#).