# eProfile Overview Job Aid

The eProfile portion of Core-CT 9.1 Employee Self Service provides a one stop location for employees to manage their personal information that is stored in Core-CT. Core-CT security ensures that employees can only view their own personal information via Self Service.

Portal Access
Employees access the eProfile module from the My HR tab on the Core-CT 9.1 Portal.
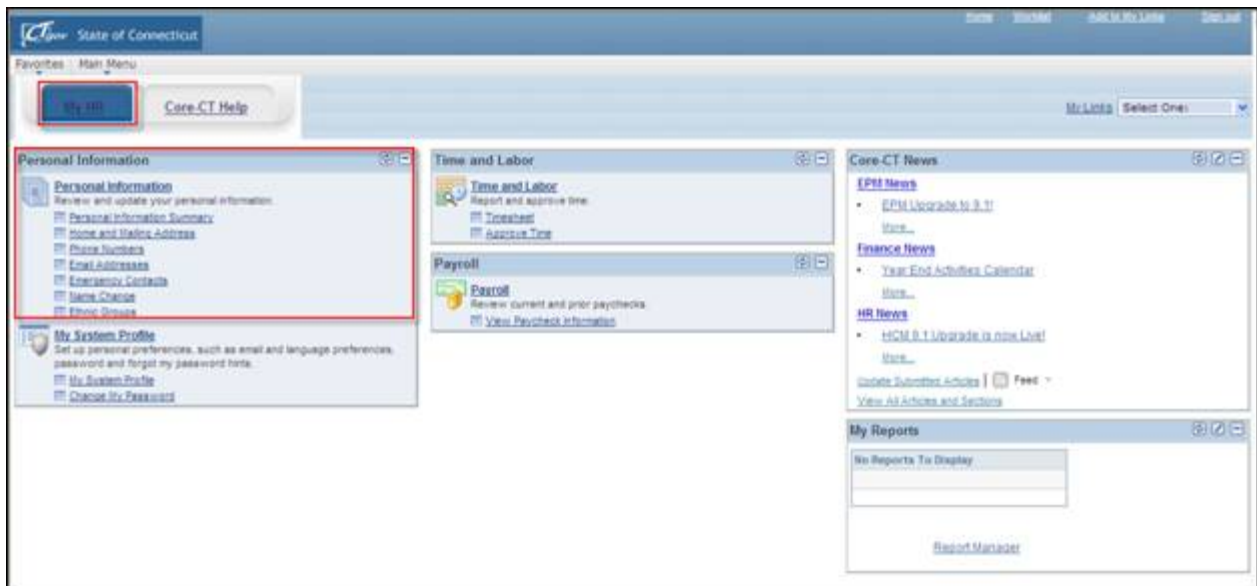
eProfile links are found in the **Personal Information** pagelet that appears on the left side of the Core-CT 9.1 Portal **My HR** tab. These links provide direct access to each of the components that make up the **eProfile** module.
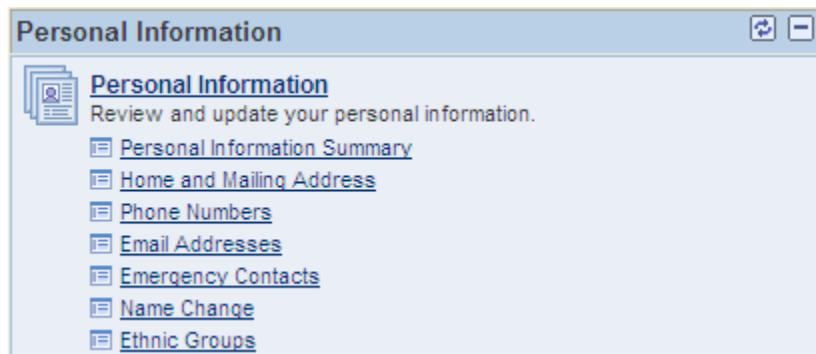
Employees can use these links to review their personal information. They can also use them to make changes to that information or to submit changes for approval.

Personal Information Summary link
The **Personal Information Summary** link provides access to the **Personal Information Summary** page. This page displays an overview of key information including address, email addresses, emergency contacts, phone numbers, as well as demographic information in the **Employee Information** section of the page (for example, Date of Birth and Social Security number). Employees can use this page to review information and to make or initiate changes to the information that appears on this page.

Changes Not Requiring Approval
Employees can use the following links to make changes to personal information that do not require approval:

- **Phone Numbers:** the **Phone Number** page displays an employee's current home phone number and a business phone number. Employees cannot change or add an additional Business phone number.
- **Email Addresses:** the **Email Addresses** page displays an employee's current Email Address and a business Email Address. Employees cannot change or add an additional Business email address.
- **Emergency Contacts:** the **Emergency Contacts** page displays an employee's current emergency contacts, if provided when the employee was hired. Employees may also delete a contact and can use the **Change Primary Contact** button to designate a primary contact.
- **Ethnic Groups:** the **Ethnic Groups** page displays the ethnic group or groups designated by an employee, if any, when the Employee was hired. Employees can add or delete ethnic group designations.

The pages used to make these changes can also be accessed from the Personal Information Summary page.

Changes Requiring Approval
Certain changes require approval before they can take effect. Employees can use the following links to submit changes for approval:

- **Name Change :** The **Name Change** page displays an Employee's current name and an Edit Name button that enables an employee to submit a request for a name change. Name change requests require documentation and approval.
- **Home and Mailing Address :** The **Home and Mailing Address** page lists an employee's current home and mailing addresses. The page enables employees to edit either or both of these addresses. Changes to these addresses require verification and approval.

After employees have submitted requests for a name and or address change, a message "The Submit was successful" displays on their screen. Once the approver has taken action, the employee receives an email to notify them whether the request has been approved or denied.

The pages used to submit these change requests can also be accessed from the Personal Information Summary page.

Each of the pages described in this section is covered in greater detail in other portions of this course.

[Click here for a Printable pdf version](#)