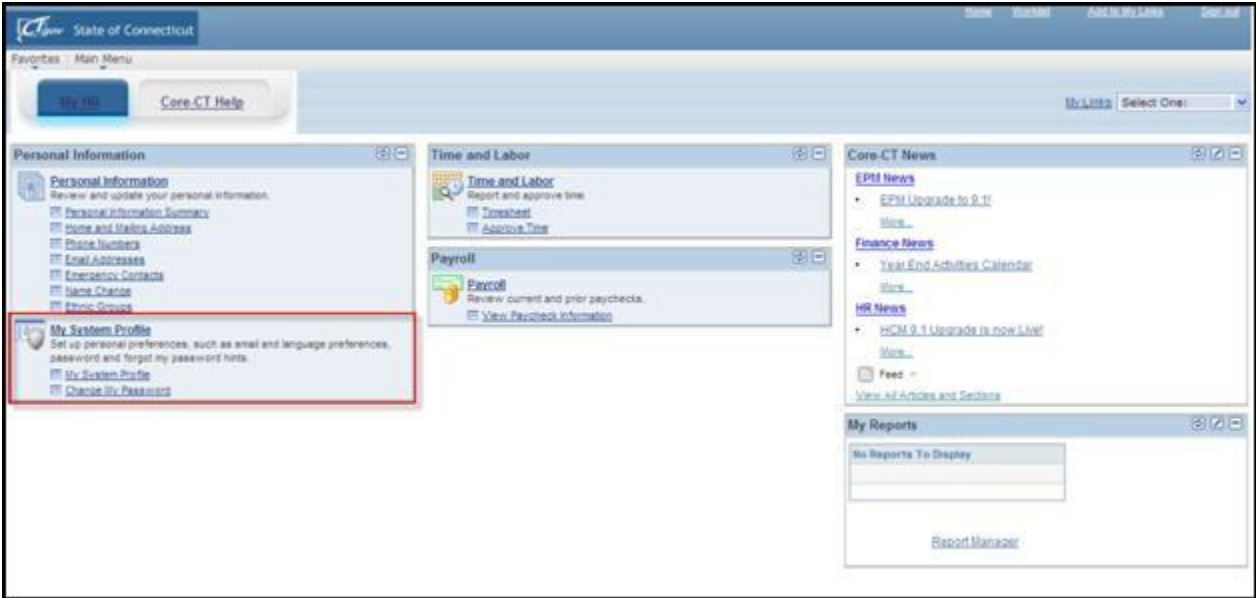The Core-CT 9.1 Portal provides a convenient way for employees to manage Core-CT system generated email communication and passwords through the My System Profile feature found in the Personal Information Pagelet. The information in this section is used to authenticate users when attempting to reset a forgotten password, trigger the temporary password emails to self-service users, as well as trigger workflow emails for HRMS, Financial, or EPM users.
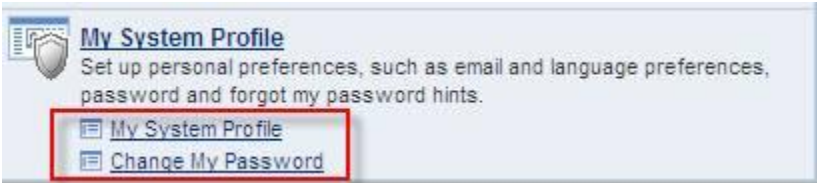

My System Profile
Navigation
My HR > My System Profile > My System Profile

The **My System Profile** section contains two links

• **My System Profile** enables employees to review and modify their Workflow/worklist related email addresses and to set up password help.
• **Change My Password** enables employees to change the password they use to access Core-CT.

General Profile Information Page
The **General Profile Information** page is accessed by clicking the **My System Profile** link in **My System Profile** and is the general profile configuration for **My System Profile**.

• **Email**: Employees can use the fields in this grid to review and edit their email address. FIN, HRMS, and EPM users should use their Business email for workflow. This address should be designated as the Primary email address. Core-CT 9.1 uses the email address designated as primary to send Workflow/worklist related notifications to employees. Self Service (only) users, can use a 'personal' email address (e.g., Blackberry, Home, Work, or Other) as long as it is designated as the 'Primary' email.

• **IM Information**: This grid is not used in Core-CT.

Change Password
Navigation:
My HR > My System Profile > Change My Password

Employees can use the **Change Password** page to change their current system password. To do so they must enter their current password, and then enter the new password twice as a means of confirmation. Clicking the **Change Password** button completes the change. Employees receive a message if the value entered in the **New Password** does not match the value in the **Confirm Password** field and/or if the value entered in the **Current Password** field does not match the password in Core-CT.

This page also lists the current New Password requirements.

Change Password

User ID: RiversL
Description: DOT-RIVERS Lisa

*Current Password: [   ]

*New Password: [   ]

*Confirm Password: [   ]

[Change Password]

NEW PASSWORD REQUIREMENTS 12/14/2007

Password minimum length = 8 characters

Password must include a minimum of 3 numbers

For Help
contact
core.support
@ct.gov

Passwords are case sensitive
Last 6
passwords
cannot be
reused

A version of the **Change Password** page displays when an employee clicks the **Change Password** link on the **General Profile Information** page.

Change password

Current Password: [   ]

New Password: [   ]

Confirm Password: [   ]

[OK]   [Cancel]

Setting Password Help
Navigation
My HR > My System Profile > My System Profile > Change or set up forgotten password help

Employees can use the **Change or set up forgotten password help** page to select a security question and response that can be used to help retrieve a forgotten password. Only one security question at a time is permitted.

Employees can select one question from a list of five questions to serve as the security question.

- In what city or town was your first job?
- What is your mother's maiden name?
- What was the name of your first pet?
- Who is you favorite author?
- Who was your childhood best friend?