



# Intro to the New Core-CT Portal 9.1 Navigation

## Gateway to Core-CT

On April 1, 2012, PeopleTools the underlying technology infrastructure, was upgraded to version 8.5 to prepare for running the new and upgraded 9.1 applications. This changed the look and feel of Core-CT and provided some functionality improvements over the previous version. With the upgrade to PeopleSoft 9.1, additional PeopleTools features are being adopted.

This document reviews what the Core-CT Portal will look like after the upgrade. The Portal is the gateway to Core-CT.

- New Color Scheme and Layout
- Expanded Portal Pages and Tabs
- Cascading Menus
- Breadcrumb navigation

The image below shows an example of a typical 8.9 HCM application page after the April 2012 PeopleTools upgrade. The familiar vertical menu on the left can be collapsed to allow additional columns to be seen on a screen if needed.

The screenshot displays the Core-CT HCM application interface. On the left, a vertical navigation menu is highlighted with a green border, listing various system functions such as Self Service, Benefits, HRMS Worklist, and Reporting Tools. The main content area is titled "General Profile Information" for user "Charles Barkley".

**General Profile Information**  
Charles Barkley

**Password**  
[Change password](#)  
[Change or set up forgotten password help](#)

**Personalizations**  
 My preferred language for PIA web pages is: English  
 My preferred language for reports and email is: English  
 Currency Code: USD  
 Default Mobile Page:

**Alternate User**  
 If you will be temporarily unavailable, you can select an alternate user to receive your routings.  
 Alternate User ID:  
 From Date: (example: 12/31/2000)  
 To Date: (example: 12/31/2000)

**Workflow Attributes**  
 Email User  Worklist User

**Miscellaneous User Links**

**Email** (Customize | Find | First 1 of 1 Last)

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

Here is the same page in 9.1. The vertical menu has been replaced with horizontal menus and tabs. These display at the top of the page above the workspace but remain accessible. The color scheme and page layouts have also been updated for greater clarity.

State of Connecticut

Home Worklist Add to My

Favorites | Main Menu

My HR Core-CT Help

New Window Hi New Window Help Person

### General Profile Information

Charles Barkley

Password

[Change password](#)

[Change or set up forgotten password help](#)

[Miscellaneous User Links](#)

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

IM Information Personalize | Find | First 1 of 1 Last

Protocol	XMPP Domain	User ID	Password
XMPP			

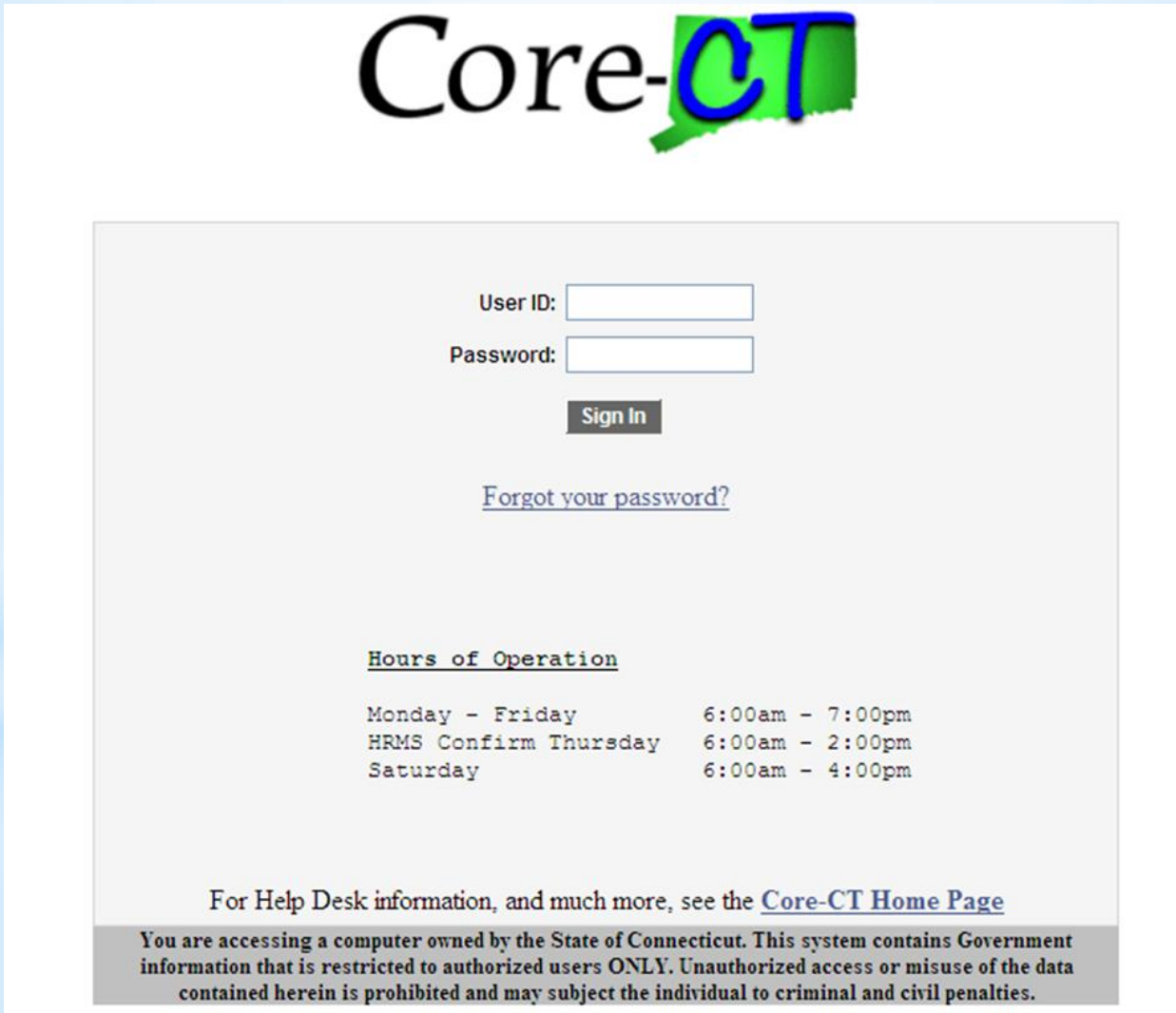
Save

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

Save

The Core-CT login will not change from the current design. Once logged in, the new Portal Homepage will display.

A screenshot of the Core-CT login page. At the top center is the Core-CT logo, where 'Core-' is in black and 'CT' is in blue with a green outline of the state of Connecticut. Below the logo is a light gray rectangular box containing the login form. The form has two input fields: 'User ID:' and 'Password:'. Below these fields is a dark gray button with the text 'Sign In' in white. Underneath the button is a blue underlined link that says 'Forgot your password?'. Further down is another blue underlined link that says 'Hours of Operation'. Below this link is a table of operating hours. At the bottom of the form box is a blue underlined link that says 'For Help Desk information, and much more, see the Core-CT Home Page'. At the very bottom of the page is a dark gray banner with white text providing a disclaimer about government information access.

Core-CT

User ID:

Password:

**Sign In**

[Forgot your password?](#)

Hours of Operation

Monday - Friday	6:00am - 7:00pm
HRMS Confirm Thursday	6:00am - 2:00pm
Saturday	6:00am - 4:00pm

For Help Desk information, and much more, see the [Core-CT Home Page](#)

You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or misuse of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

After logging in, the new 'My HR' Portal page displays. It features drop down menus, tabs, more links to Self-Service applications and a section with links to 'Core-CT News'. Help and training links have been moved to a separate page accessed by clicking the 'Core-CT Help' tab.

The screenshot displays the Core-CT Portal Homepage. At the top, the header includes the 'CT.gov State of Connecticut' logo on the left and navigation links for 'Home', 'Worklist', 'Add to My Links', and 'Sign out' on the right. Below the header is a 'Favorites' section with a 'Main Menu' dropdown. The main navigation area features two tabs: 'My HR' (highlighted in blue) and 'Core-CT Help'. To the right of these tabs is a 'My Links' section with a 'Select One:' dropdown menu. The main content area is divided into several panels, each with a title bar and expand/collapse icons:

- Personal Information:** Contains a 'Personal Information' section with a description and links to 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', and 'Ethnic Groups'. Below this is a 'My System Profile' section with a description and links to 'My System Profile' and 'Change My Password'.
- Time and Labor:** Contains a 'Time and Labor' section with a description and a link to 'Timesheet'.
- Payroll:** Contains a 'Payroll' section with a description and a link to 'View Paycheck Information'.
- Core-CT News:** Contains three news sections: 'EPM News' with a link to 'EPM Upgrade to 9.1!' and a 'More...' link; 'Finance News' with a link to 'Year End Activities Calendar' and a 'More...' link; and 'HR News' with a link to 'HCM 9.1 Upgrade is now Live!' and a 'More...' link. It also includes a 'Feed' icon and a 'View All Articles and Sections' link.
- My Reports:** Contains a 'No Reports To Display' message and a 'Report Manager' link.



Click the **Favorites** link in the upper left corner to display the **Recently Used** listing of the last five PeopleSoft applications used. The **Favorites** listing provides access to view and manage the **My Links** functionality for bookmarking frequently accessed Portal pages, PeopleSoft transactional components, and external websites.

The screenshot displays the Core-CT portal interface. At the top left, the 'CT.gov State of Connecticut' logo is visible. The navigation bar includes links for 'Home', 'Worklist', 'Add to My Links', and 'Sign out'. A 'Favorites' link is highlighted in the upper left corner, and a mouse cursor is pointing at it. A dropdown menu is open, showing a 'Recently Used' section with five items: 'Emergency Contacts', 'My System Profile', 'View Paycheck Information', 'Savings Contribution Summary', and 'PeopleSoft Ping'. Below this is a 'Favorites' section with three items: 'Add to My Links', 'Edit My Links', and 'Timesheet'. The main content area features several application tiles: 'Time and Labor' (Report and approve time, Timesheet), 'Payroll' (Review current and prior paychecks, View Paycheck Information), 'Core-CT News' (EPM News, Finance News, HR News), and 'My Reports' (No Reports To Display, Report Manager). The 'My Links' section is also visible, showing a 'Select One' dropdown menu.

Unified Navigation' organizes your content within folders. After logging into Core-CT, click on the 'Main Menu' drop down. Your content will be displayed in folders versus a list of individual content areas.

Click **Core-CT EPM** to access EPM Reporting Tools and Query Manager.

Click **Core-CT Financials** to access finance models such as eProcurement.

Click **Core-CT HRMS** to access HR models such as Compensation.

The screenshot displays the Core-CT Main Menu interface. At the top, there are navigation links for Home, HRMS Worklist, FIN Worklist, Add to My Links, and Sign out. The 'Main Menu' dropdown is open, showing a list of folders: Core-CT EPM, Core-CT Financials, Core-CT HRMS, Self Service, Worklist, Reporting Tools, People Tools, Change My Password, My Personalizations, My System Profile, Name Change, and Ethnic Groups. The 'Core-CT EPM', 'Core-CT Financials', and 'Core-CT HRMS' folders are circled in red, and a mouse cursor is pointing at the 'Core-CT HRMS' folder. The main content area is divided into several sections: 'Time and Labor' (Time and Labor, Timesheet), 'Payroll' (Payroll, View Paycheck Information), 'Recruiting' (Recruiting Activities, Careers, Interview Evaluations, Interview Calendar, Interview Team Schedule), and 'Core-CT News' (Another Exciting Day at Core-CT, Core-CT HR, Core-CT Highlights of the Week, HR News, Interesting Information, Local News).



The current left hand navigation has been replaced with drop down menus, tabs, and links. Click the **Main Menu** link and menu folders as needed to navigate to Core-CT component links. The menu expands as a horizontally cascading menu. Click page icons to open the desired component pages. The menu navigation provides access to all the components available, based on role.

The screenshot displays the Core-CT web application interface. At the top, the header includes the 'CT.gov State of Connecticut' logo and navigation links for 'Home', 'Worklist', 'Add to My Links', and 'Sign out'. Below the header, a 'Favorites' section contains a 'Main Menu' link. A cascading menu is open, showing a hierarchy of folders and links. The 'Main Menu' folder is expanded to show 'Self Service', 'Benefits', 'Time and Labor', 'Set Up HRMS', 'HRMS Worklist', 'Worklist', 'HRMS Reporting Tools', 'Reporting Tools', 'HRMS PeopleTools', and 'PeopleTools'. The 'PeopleTools' folder is further expanded to show 'Change My Password' and 'My System Profile'. The 'Personal Information' folder is also expanded, showing 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Marital Status', 'Name Change', and 'Ethnic Groups'. The 'Emergency Contacts' link is highlighted. Below the menu, there are sections for 'My System Profile', 'Core-CT News', and 'My Reports'. The 'My Reports' section shows 'No Reports To Display' and a 'Report Manager' link.

Once a page opens the menus collapse. A single horizontal 'breadcrumb' menu remains at the top. Click any heading to reopen that menu. For example, clicking the **Personal Information** heading displays all the links contained in that folder. This is a time saving shortcut.

State of Connecticut

Home Worklist Add to My Links Sign out

Favorites | Main Menu > Self Service > Personal Information > Emergency Contacts

My HR Core-CT Help My Links Select One: [v]

New Window Help Customize Page http

### Emergency Contacts

Charles Barkley

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
<a href="#">Michael Jordan</a>	Friend	<input checked="" type="checkbox"/>		

Add Emergency Contact

State of Connecticut

Home Worklist Add to My Links Sign out

Favorites | Main Menu > Self Service > **Personal Information** > Emergency Contacts

My HR Core-CT Help My Links Select One: [v]

New Window Help Customize Page http

### Emergency Contacts

Charles Barkley

Contact Name	Relationship to Employee	Primary Contact	Edit	Delete
<a href="#">Michael Jordan</a>	Friend	<input checked="" type="checkbox"/>		

Add Emergency Contact

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

The Portal has multiple tabs organized in a toolbar for easy navigation. All users have the 'My HR' and 'Core-CT Help' tabs. Additional Portal tabs will display depending on job role.

The screenshot displays the Core-CT portal interface. At the top, the header includes the 'CT.gov State of Connecticut' logo and navigation links for 'Home', 'Worklist', 'Add to My Links', and 'Sign out'. Below the header, a 'Favorites' section contains two tabs: 'My HR' and 'Core-CT Help', both of which are highlighted with a green border. To the right of these tabs is a 'My Links' section with a 'Select One:' dropdown menu. The main content area is divided into several panels:

- Personal Information:** Includes links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Name Change', and 'Ethnic Groups'. It also features a 'My System Profile' section for setting preferences and changing passwords.
- Time and Labor:** Includes a 'Time and Labor' section for reporting and approving time, with a link to 'Timesheet', and a 'Payroll' section for reviewing paychecks, with a link to 'View Paycheck Information'.
- Core-CT News:** Features sections for 'EPM News' (with a link to 'EPM Upgrade to 9.1!'), 'Finance News' (with a link to 'Year End Activities Calendar'), and 'HR News' (with a link to 'HCM 9.1 Upgrade is now Live!'). It also includes a 'Feed' icon and a link to 'View All Articles and Sections'.
- My Reports:** Displays 'No Reports To Display' and a 'Report Manager' link.

The 'My HR'(default) page provides quick links to 'Self-Service' components and timely Core-CT news. The page is organized into sections known as pagelets. Different pagelets and or links will display depending on job role.

The screenshot displays the 'My HR' page interface. At the top, the 'State of Connecticut' logo and navigation links (Home, Worklist, Add to My Links, Sign out) are visible. Below the navigation bar, there are buttons for 'My HR' and 'Core-CT Help', and a 'My Links' dropdown menu. The main content area is organized into several pagelets, each with a title, icon, and description:

- Personal Information**: Review and update your personal information. Includes links for Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Name Change, and Ethnic Groups.
- Time and Labor**: Report and approve time. Includes a link for Timesheet.
- Payroll**: Review current and prior paychecks. Includes a link for View Paycheck Information.
- Core-CT News**: A news section with categories: EPM News (EPM Upgrade to 9.1!), Finance News (Year End Activities Calendar), and HR News (HCM 9.1 Upgrade is now Live!). Includes a 'Feed' icon and a 'View All Articles and Sections' link.
- My System Profile**: Set up personal preferences, such as email and language preferences, password and forgot my password hints. Includes links for My System Profile and Change My Password.
- My Reports**: A section titled 'No Reports To Display' with a 'Report Manager' link at the bottom.

## Personal Information Pagelet

Clicking a link in the **Personal Information** section displays the page(s) used to edit or add to existing information such as home and mailing addresses. Your system password and the email address used for Worklist and approval notification can be updated from the links located in the **My System Profile** section.

The screenshot displays the Core-CT user interface. At the top, the navigation bar includes links for Home, Worklist, Add to My Links, and Sign out. Below this, a Favorites section contains 'Main Menu' and a 'My HR' button. A 'Core-CT Help' button is also visible. On the right, there is a 'My Links' section with a 'Select One:' dropdown menu.

The main content area features several pagelets:

- Personal Information** (highlighted with a green border):
  - Personal Information**: Review and update your personal information.
    - [Personal Information Summary](#)
    - [Home and Mailing Address](#)
    - [Phone Numbers](#)
    - [Email Addresses](#)
    - [Emergency Contacts](#)
    - [Name Change](#)
    - [Ethnic Groups](#)
  - My System Profile**: Set up personal preferences, such as email and language preferences, password and forgot my password hints.
    - [My System Profile](#)
    - [Change My Password](#)
- Time and Labor**: Report and approve time.
  - [Timesheet](#)
- Payroll**: Review current and prior paychecks.
  - [View Paycheck Information](#)
- Core-CT News**:
  - EPM News**:
    - [EPM Upgrade to 9.1!](#)
    - [More...](#)
  - Finance News**:
    - [Year End Activities Calendar](#)
    - [More...](#)
  - HR News**:
    - [HCM 9.1 Upgrade is now Live!](#)
    - [More...](#)
  - Feed
  - [View All Articles and Sections](#)
- My Reports**:
  - No Reports To Display
  - [Report Manager](#)

## Time and Labor Pagelet

This pagelet displays for employees that use Time and Labor Self-Service. Employees click the **Timesheet** link to enter their timesheets. Employees with a 'Time Approver' role will see an additional link, 'Approve Time'.

The screenshot shows the Core-CT user 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 section with Main Menu and buttons for My HR and Core-CT Help. A My Links dropdown menu is set to 'Select One'. The main content area features three pagelets: Personal Information, Time and Labor (highlighted with a green border), and Core-CT News. The Time and Labor pagelet includes a 'Time and Labor' section with a 'Timesheet' link and a 'Payroll' section with a 'View Paycheck Information' link. The Core-CT News pagelet lists news items under EPM, Finance, and HR categories. At the bottom, there is a My Reports pagelet showing 'No Reports To Display' and a 'Report Manager' link.

State of Connecticut

Home Worklist Add to My Links Sign out

Favorites Main Menu

My HR Core-CT Help

My Links Select One

**Personal Information**

**Personal Information**  
Review and update your personal information.

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

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

- My System Profile
- Change My Password

**Time and Labor**

**Time and Labor**  
Report and approve time.

- Timesheet

**Payroll**

**Payroll**  
Review current and prior paychecks.

- View Paycheck Information

**Core-CT News**

**EPM News**

- EPM Upgrade to 9.1!  
More...

**Finance News**

- Year End Activities Calendar  
More...

**HR News**

- HCM 9.1 Upgrade is now Live!  
More...

Feed

[View All Articles and Sections](#)

**My Reports**

No Reports To Display

[Report Manager](#)



## Payroll Pagelet

This pagelet has the link to view and print paycheck data online as a PDF file. This functionality is not the same as 'paperless'.

The screenshot displays the Core-CT State of Connecticut user interface. At the top, the navigation bar includes links for Home, Worklist, Add to My Links, and Sign out. Below this, there are buttons for My HR and Core-CT Help, along with a My Links dropdown menu. The main content area is divided into several pagelets:

- Personal Information:** Review and update your personal information. Includes links for Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Name Change, and Ethnic Groups.
- My System Profile:** Set up personal preferences, such as email and language preferences, password and forgot my password hints. Includes links for My System Profile and Change My Password.
- Time and Labor:** Report and approve time. Includes a link for Timesheet.
- Payroll:** Review current and prior paychecks. Includes a link for View Paycheck Information. This pagelet is highlighted with a green box.
- Core-CT News:** EPM News (EPM Upgrade to 9.1!), Finance News (Year End Activities Calendar), and HR News (HCM 9.1 Upgrade is now Live!). Includes a Feed icon and a link for View All Articles and Sections.
- My Reports:** No Reports To Display. Includes a link for Report Manager.

## Core-CT News Pagelet

This pagelet contains links to general Core-CT news, system status, activities and other general announcements provided by the Core-CT teams.

The screenshot displays the Core-CT user interface. At the top, there is a navigation bar with the 'CT.gov State of Connecticut' logo and links for 'Home', 'Worklist', 'Add to My Links', and 'Sign out'. Below this is a 'Favorites' section with 'Main Menu' and 'My HR' buttons, and a 'Core-CT Help' link. A 'My Links' dropdown menu is also present.

The main content area is divided into several pagelets:

- Personal Information:** Review and update your personal information. Includes links for Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Name Change, and Ethnic Groups.
- My System Profile:** Set up personal preferences, such as email and language preferences, password and forgot my password hints. Includes links for My System Profile and Change My Password.
- Time and Labor:** Report and approve time. Includes a link for Timesheet.
- Payroll:** Review current and prior paychecks. Includes a link for View Paycheck Information.
- Core-CT News (highlighted with a green border):** Contains news sections for EPM, Finance, and HR. EPM News includes 'EPM Upgrade to 9.1!'. Finance News includes 'Year End Activities Calendar'. HR News includes 'HCM 9.1 Upgrade is now Live!'. There is also a 'Feed' icon and a link to 'View All Articles and Sections'.
- My Reports:** Currently shows 'No Reports To Display' and a 'Report Manager' link.

## My Reports Pagelet

The **My Reports** pagelet displays links to recent reports a user has run using the **Process Monitor**. Reports distributed to them by another user or an automated process will also be listed. The user can customize the number of reports listed. A link to **Report Manager** is available to look up additional reports.

The screenshot shows the 'My Reports' pagelet within the Core-CT system. At the top, there is a navigation bar with links for 'Home', 'Worklist', 'Add to My Links', and 'Sign out'. Below this, a 'Favorites' section contains 'My HR' and 'Core-CT Help' buttons, and 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', 'Name Change', and 'Ethnic Groups'. A 'My System Profile' section allows users to set preferences and change passwords.
- Time and Labor:** Includes a 'Timesheet' link.
- Payroll:** Includes a 'View Paycheck Information' link.
- Core-CT News:** Features sections for 'EPM News' (with a link to 'EPM Upgrade to 9.1!'), 'Finance News' (with a link to 'Year End Activities Calendar'), and 'HR News' (with a link to 'HCM 9.1 Upgrade is now Live!'). It also includes a 'Feed' icon and a 'View All Articles and Sections' link.
- My Reports:** This section is highlighted with a green border and contains the text 'No Reports To Display' and a 'Report Manager' button, which is also circled in green.

The Core-CT Help tab opens to view another Portal page with links to support and training.

The screenshot displays the Core-CT portal interface. At the top, the 'State of Connecticut' logo is on the left, and navigation links for 'Home', 'Worklist', 'Add to My Links', and 'Sign out' are on the right. Below the header, a 'Favorites' section contains two buttons: 'My HR' and 'Core-CT Help'. The 'Core-CT Help' button is highlighted with a green rectangular border, and a mouse cursor is pointing at it. To the right of the 'Core-CT Help' button is a 'My Links' section with a 'Select One:' dropdown menu. The main content area is divided into several panels: 'Personal Information' (with sub-links like 'Personal Information Summary', 'Home and Mailing Address', etc.), 'Time and Labor' (with 'Timesheet' link), 'Payroll' (with 'View Paycheck Information' link), 'Core-CT News' (with sections for 'EPM News', 'Finance News', and 'HR News'), and 'My Reports' (showing 'No Reports To Display' and a 'Report Manager' link).

## Help and Training Pagelets

- **HR Help and Reference** links to HR related brochures, job aids, and websites
- **UPK (User Productivity Kit)** This provides quick access to the Core-CT online application training repository of hands-on simulations, resource documents, and links to printable job aids.

The screenshot displays the Core-CT user interface. At the top, the 'CT.gov State of Connecticut' logo is on the left, and navigation links for 'Home', 'Worklist', 'Add to My Links', and 'Sign out' are on the right. Below the header, there are 'Favorites' and 'Main Menu' sections. The 'Main Menu' contains two buttons: 'My HR' and 'Core-CT Help', with the latter being highlighted. To the right of these buttons is a 'My Links' section with a 'Select One:' dropdown menu. The main content area features two side-by-side pagelets. The left pagelet, titled 'HR Help and Reference', contains two links: 'Core-CT HR Job Aids' and 'Core-CT Time and Labor Job Aids', each with a document icon. The right pagelet, titled 'UPK (User Productivity Kit)', contains three links: 'EPM UPK', 'Financials UPK', and 'HCM UPK', each with a document icon. Both pagelets include a 'Feed' icon and a dropdown arrow at the bottom right.

Check the Core-CT 9.1 Upgrade website regularly for the latest information and readiness tasks regarding the upgrade project.

CT.gov State of Connecticut Governor Dannel P. Malloy Search

## Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Home About Us Help Contact

### 9.1 Upgrade

#### Core-CT 9.1 Upgrade Agency Readiness

Core-CT is currently being updated to PeopleSoft version 9.1 in an effort to leverage cutting edge functionality and continue Oracle Support. The links below provide information and readiness tasks regarding the upgrade project.

[The Look of New 9.1 Portal Homepage](#)

[9.1 Upgrade Communications](#)

[Upgrade Presentations](#)

[Agency Readiness Tasks](#)

[Agency Readiness Coordinator \(ARC\) Network](#)

Upgrade Training (coming soon)

LOGIN

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

OFFICE of the STATE COMPTROLLER

DAS

CT Alert  
WE CAN'T ALERT YOU...  
IF WE CAN'T REACH YOU

Get Adobe Reader

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<http://www.core-ct.state.ct.us/9-training/>