Intro to the New Core-CT Portal 9.1Navigation

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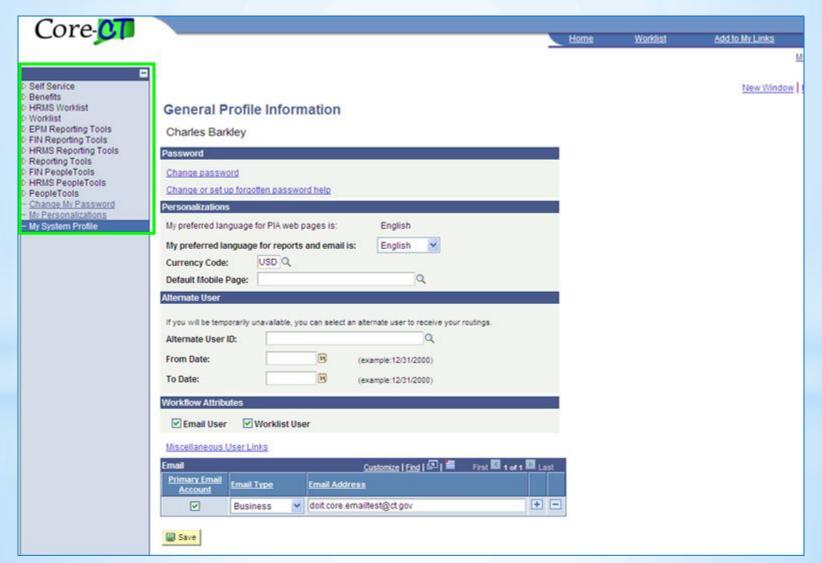
This document reviews what the Core-CT Portal will look like after the upgrade. The Portal is the gateway to Core-CT.

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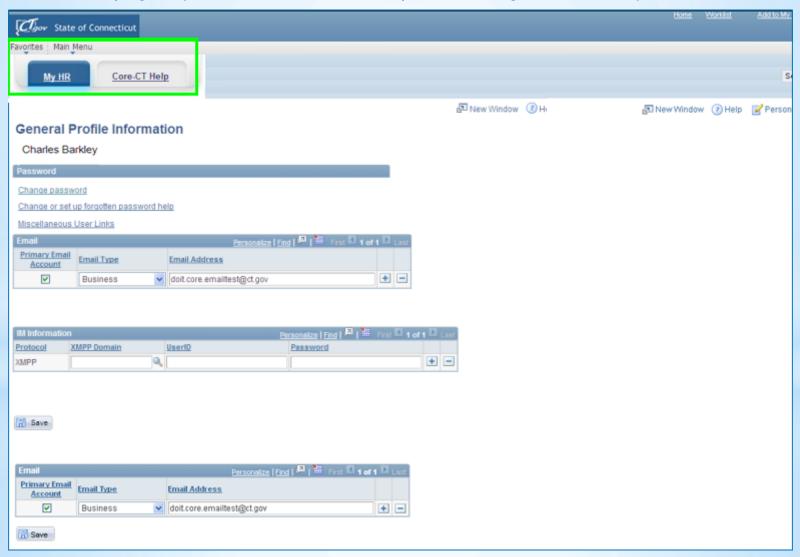- Cascading Menus
- Breadcrumb navigation

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.
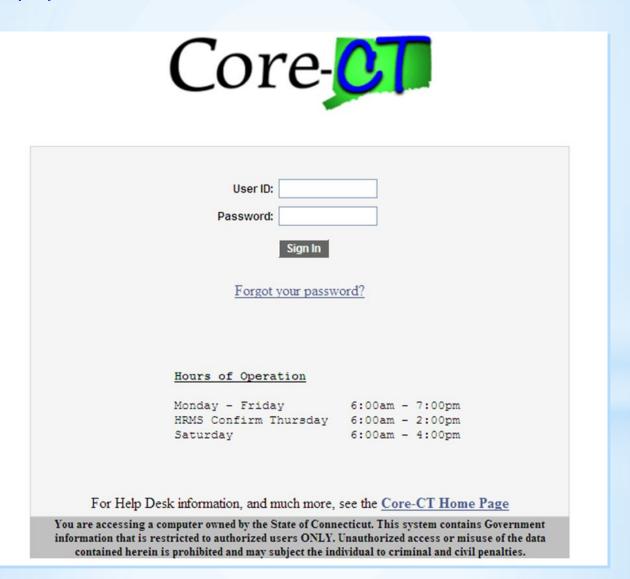
Here is the same page in 9.1. The vertical menu has been replaced with horizontal menus and tabs. These display at the top of the page above the workspace but remain accessible. The color scheme and page layouts have also been updated for greater clarity.
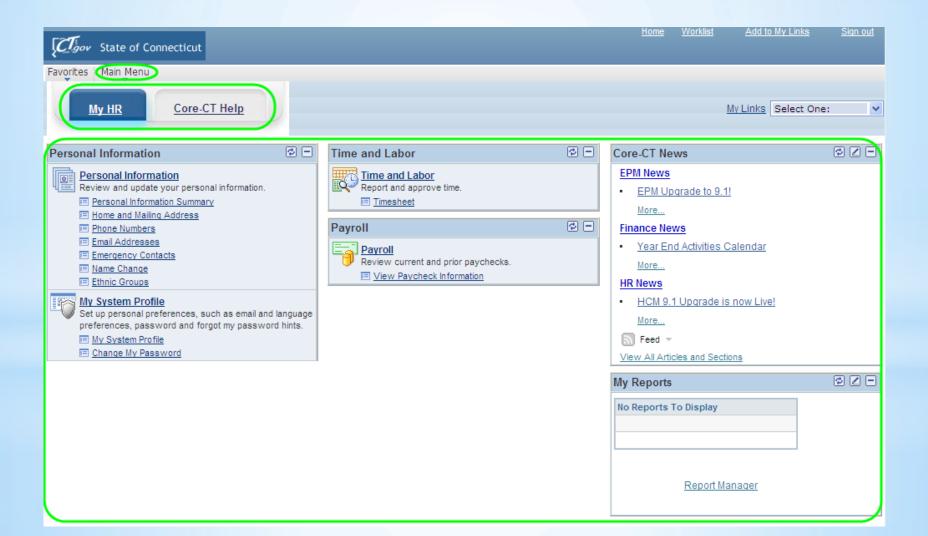
The **Core-CT** login will not change from the current design. Once logged in, the new **Portal Homepage** will display.
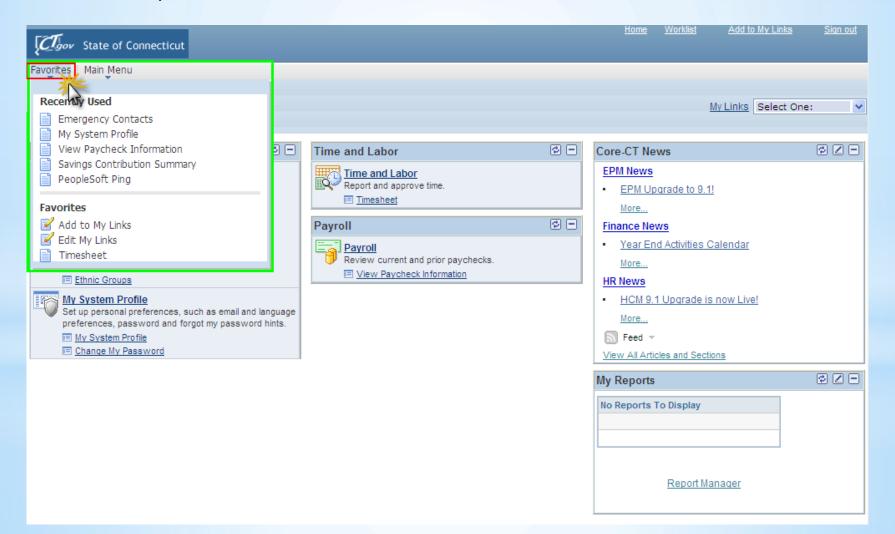
The Portal Homepage

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.

Core-CT   Favorites/Recently Used

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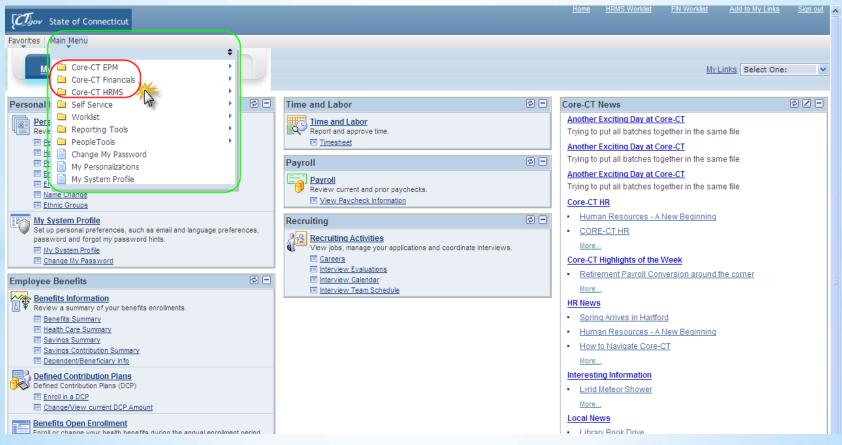
Unified Navigation' organizes your content within folders. After logging into Core-CT, click on the 'Main Menu' drop down. Your content will be displayed in folders versus a list of individual content areas.

Click **Core-CT EPM** to access EPM Reporting Tools and Query Manager.
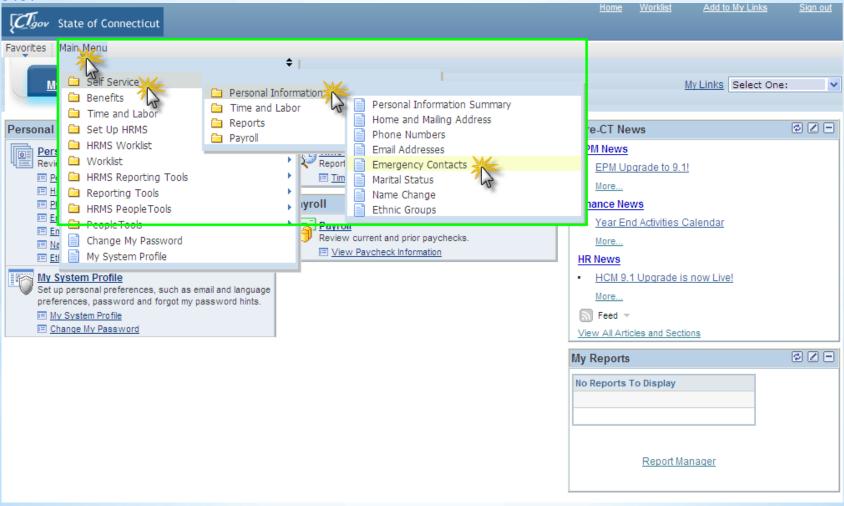Click **Core-CT Financials** to access finance models such as eProcurement.
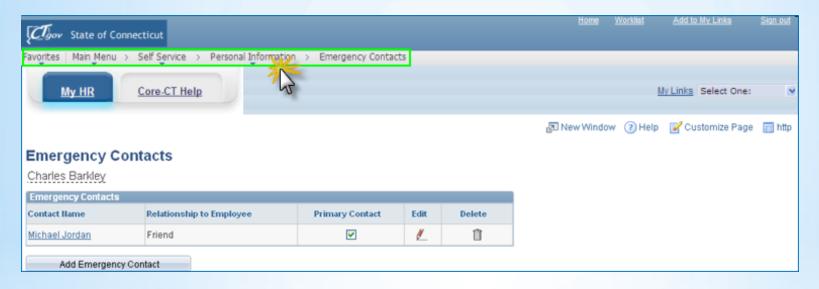Click **Core-CT HRMS** to access HR models such as Compensation.

The 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.

Breadcrumb Navigation

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.
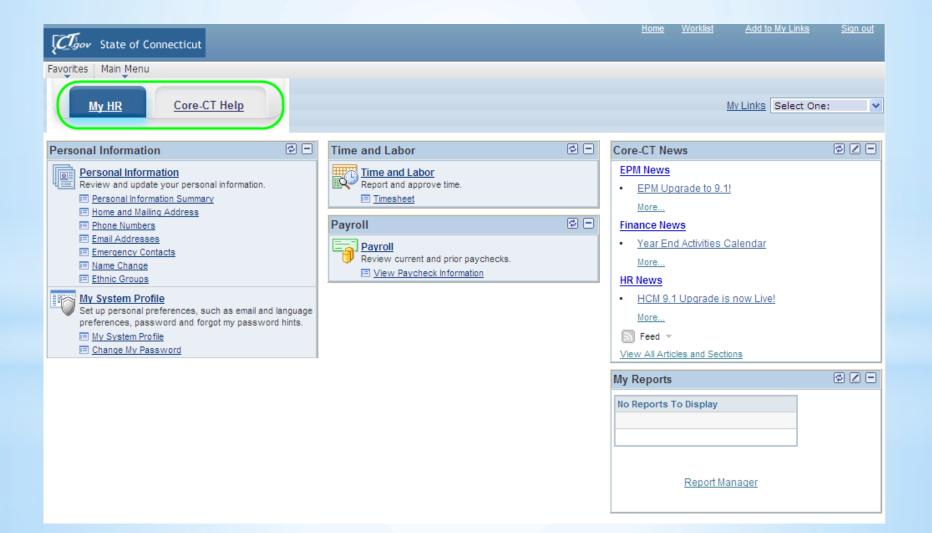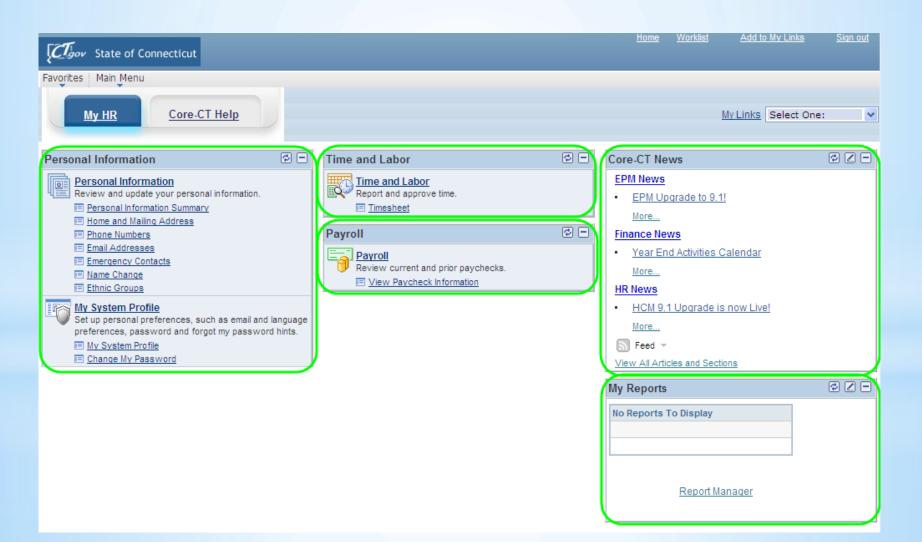
Portal Navigation Tabs

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 'My HR' Page

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.
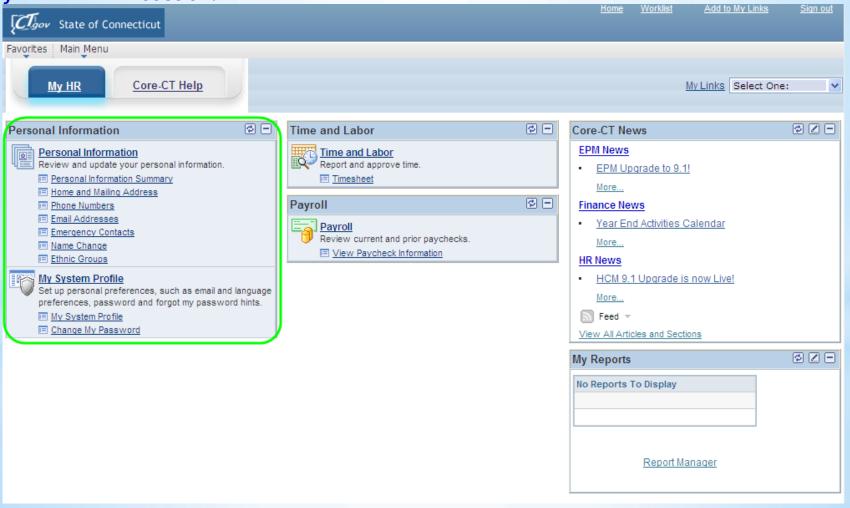
Personal Information Pagelet

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.
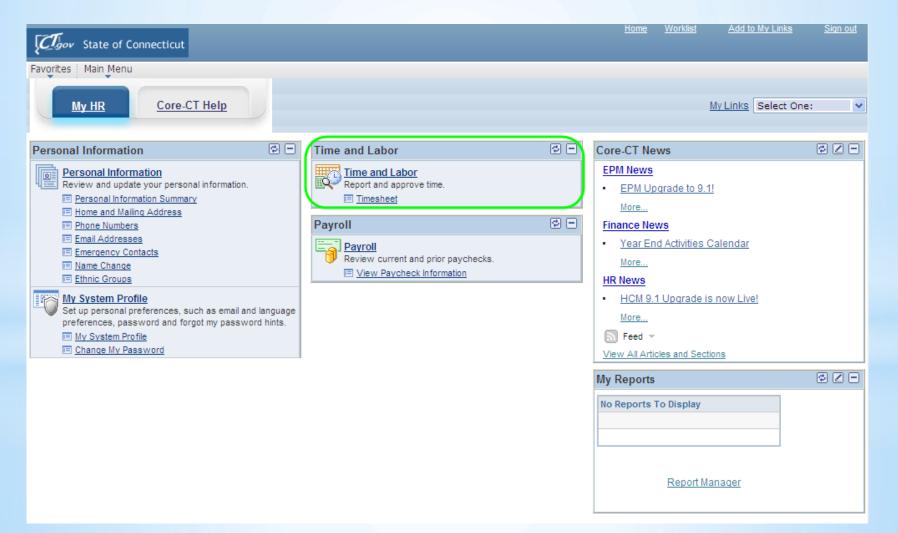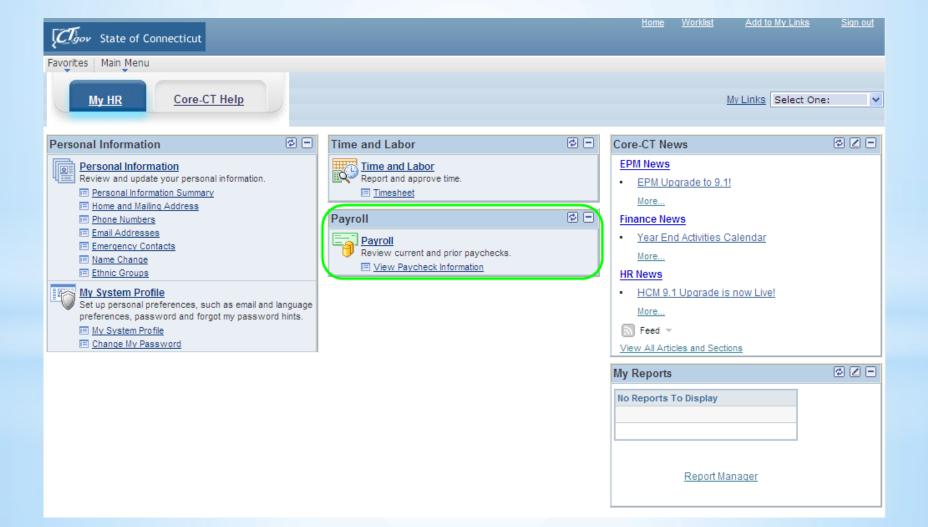
Time and Labor Pagelet

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'.

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'.
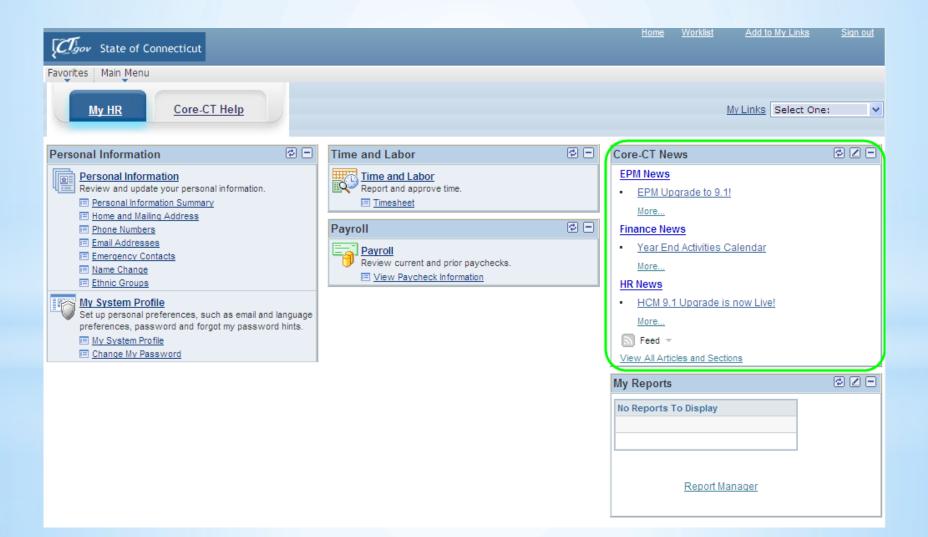
Core-CT News

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.
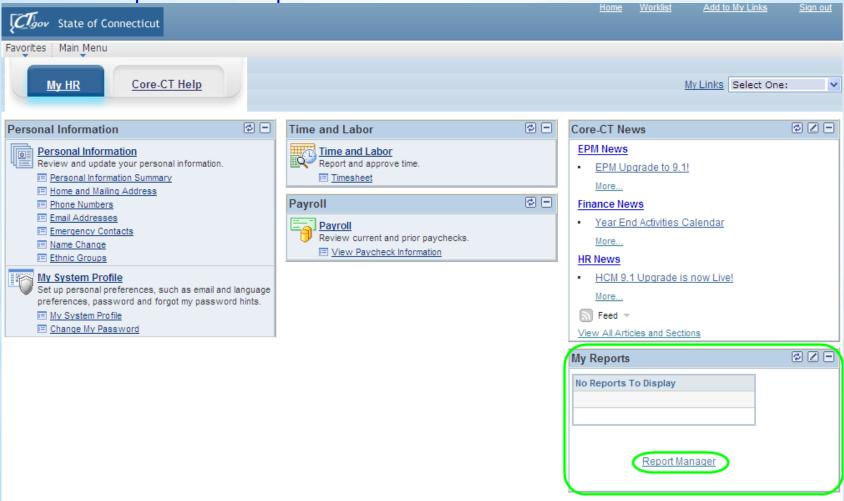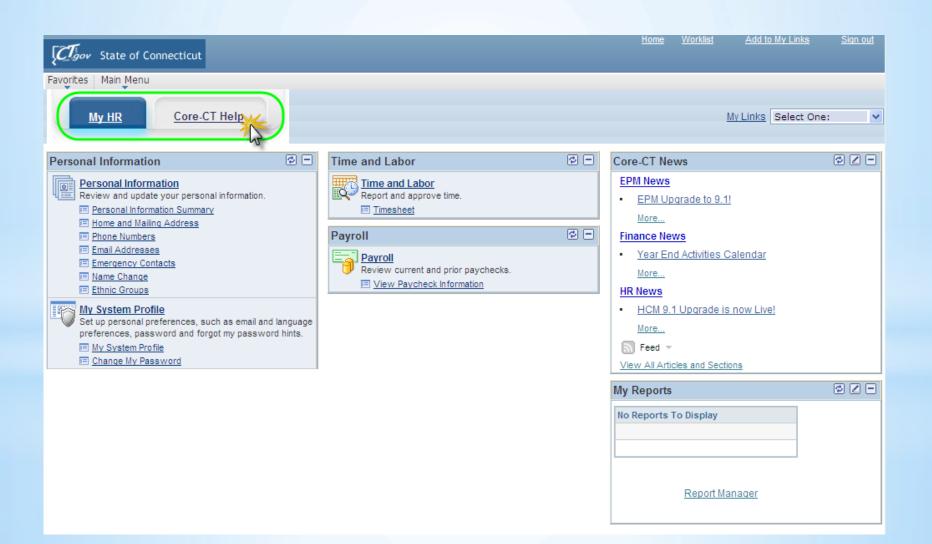
My Reports Pagelet

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 Core-CT Help Tab

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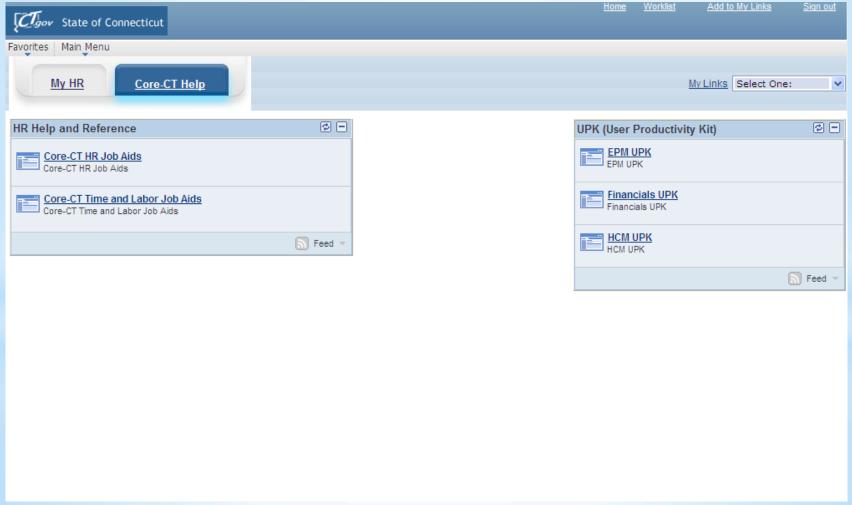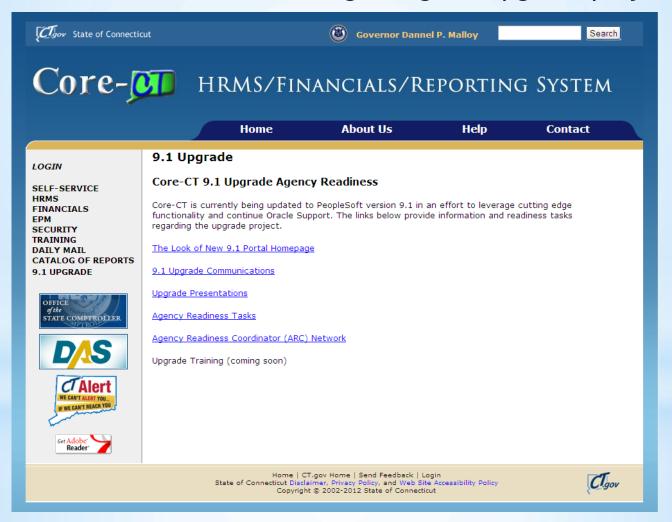
Help and Training Pagelets

- **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.

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

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