Welcome to Core-CT

This presentation will cover three ‘must know’ topics for first time Core-CT users:

- Logging In For the First Time
- Setting A Password Recovery Question and Email
- Viewing Your Paycheck Information
The first time you log into Core-CT with the User ID and Password provided, you will be prompted to change your Password.

Here’s How:

1. **Open** a browser and go to the Core-CT website:
   
   http://www.core-ct.state.ct.us/

2. **Click** on Login

3. **Enter** the User ID and Password provided to you
   - This Password will expire after your first log in, and you will need to change it
To change your Password, **Click** on the Link to begin.
Changing Your Password

To Change Your Password

1. Enter your Current Password (the password provided to you)
2. Enter a new Password of your choice
3. Re-enter the new Password to confirm
4. Click on ‘Change Password’ to accept your new Password

Please note the New Password Requirements

Once logged in, you will see the Core-CT Portal Home Page - the Gateway to Core-CT
While the Portal includes many tools and applications, this presentation highlights:

- Setting Your Password Recovery question and email address
- Viewing Your Paycheck
‘My System Profile’ lets you Change Your Password and set up a recovery hint if you forget your password

Here’s How:

1. Click on ‘Change My Password’ in the ‘My System Profile’ area
2. Click on ‘Change or set up forgotten password help’

Now, you are ready to create your Password Recovery hint
1. **Select** the hint question from the Drop Down Menu and type a response.

2. **Click ‘OK’** to continue on to set up your Primary Email address.
You must add/update your ‘Primary Email Account’
If you forget your Password, it will be emailed to the address you indicate

Here’s How:
1. **Click** in the ‘Primary Email Account’ box to select the email address as primary
2. **Select** the ‘Email Type’ from the Drop Down Menu
3. **Type** in your email address
   - You can use a personal email address if no business email address exists
4. **Click** ‘Save’ in the lower left corner of the screen.
The ‘Payroll’ eApp, called ePay, includes the ability for employees to view and print their paycheck information online.

Click on the ‘View Paycheck’ link to access Paycheck information.
The ‘View Paycheck’ page displays a summary of pay information for each check received.

An online pay advice is available for review.

If you have more than one job associated with the same User ID, each job will be listed, distinguished by Dept. ID and Job Title.

Click the date of the Paycheck you’d like to review.
Some employees have encountered difficulties when first attempting to view their paycheck information due to Pop-Up Blocker settings.

Employees are advised to contact their agency’s local IT support to provide initial support with this.

Should additional assistance be needed, please have your local IT support contact the Core-CT Help Desk.
To learn more about Core-CT

Visit the Core-CT website at:

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