Core-CT Portal Upgrade
The March 4, 2013 Core-CT Portal upgrade will bring several new features to Core-CT Financials and HRMS users. To prepare you, this job aid will highlight:

- Unified Navigation
- HRMS Folders
- Financials Folders
- New ‘Finance’ Tab (for Financials users only)
- ‘Breadcrumb Style’ Locations
- Hover Descriptions
- Alphabetizing the Main Menu
- Recreating ‘My Links’

Unified Navigation
‘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.
**HRMS Folders**

The folders you see are based on your Core-CT role(s) and security privileges and may be different than the folders shown below.
Financials Folders
The folders you see are based on your Core-CT role(s) and security privileges and may be different than the folders shown below.
New ‘Finance’ Tab

Financials users now have two ways to access their content: Via the ‘Main Menu’ drop down as described above or through a new ‘Finance’ tab.

The new ‘Finance’ tab displays “dashboard” access to your modules, based on your role(s) and security privileges.
'Breadcrumb Style' Locations

Once you’ve selected a Core-CT module via the Folders, the ‘path’ you clicked to arrive at a module is displayed at the top of your screen. This path is referred to as a ‘Breadcrumb’:

This example displays the following selections: Main Menu → Self Service → Personal Information → Personal Information Summary.

Breadcrumb trails allow you to ‘backtrack’ to an earlier selection by clicking on the blue down arrow below a Folder name.

When you click a previous section’s down arrow, you will be able to view the options under that selection.

Hover Descriptions

Many items listed in the Core-CT Portal support “Hover over” explanations and descriptions. To see the hover, place your cursor (don’t click!) on the listed item.
**Alphabetizing the Main Menu**

The list of available content and applications on the Main Menu may appear to be a long list. To organize your list in A-Z alphabetical order, click on the double arrows at the top of the Main Menu pull down list. To reverse the order and display a Z-A listing, click on the double arrows again. Please note: this alphabetical listing will remain until you Sign out of Core-CT.
Recreating 'My Links'
The Portal update will result in the removal of any previously created ‘My Links’ for Financials and HRMS users. ‘My Links’ are user-created hyperlink shortcuts to content in Core-CT.

It will be necessary to re-create your ‘My Links’ after the launch on Monday.

To create ‘My Links’:

1. Log into the Core-CT Portal.
2. Navigate to the page or Core-CT application where you want a link.
3. Locate the ‘My Links’ Pull Down menu on the right side of your screen.
4. Select ‘Add to My Links’ from the pull down menu.
5. Type in the name and location of your new link.
6. Click ‘Save’ to keep your new link.

If you make a mistake while creating ‘My Links,’ you can edit your links, by selecting ‘Edit My Links’ from the drop down menu.