



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



Logging In the First Time

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

Core-CT Password Change Prompt

To change your Password, Click on the Link to begin



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

ORACLE

Change Password

User ID: 9999999
Description: Lastname,Firstname

*Current Password:

*New Password:

*Confirm Password:

Change Password

[For Help](#)
[contact](#)
[core.support](#)
[@ct.gov](#)

NEW PASSWORD REQUIREMENTS 12/14/2007

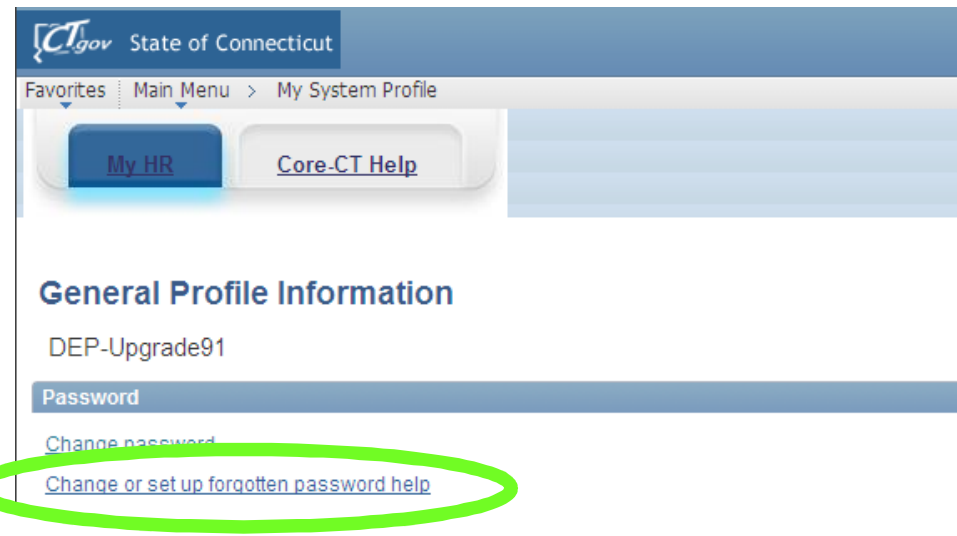
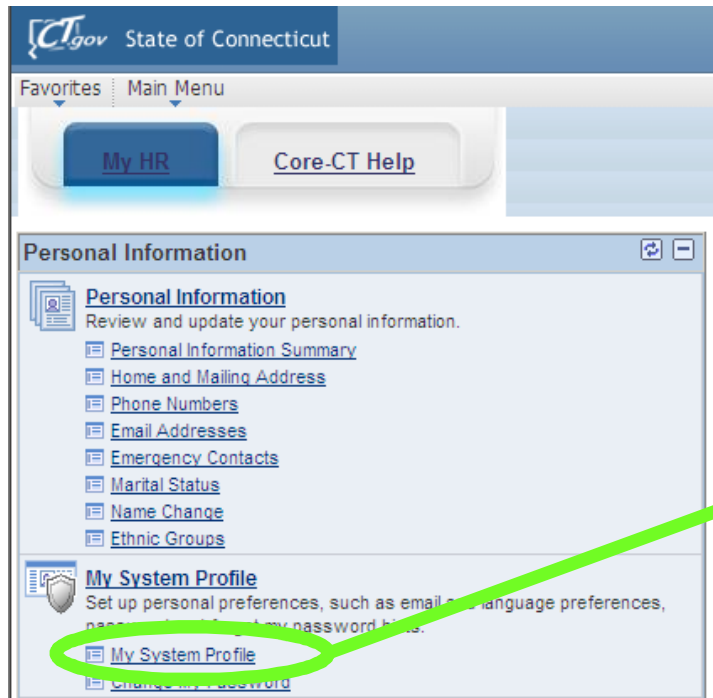
- Password minimum length = 8 characters
- Password must include a minimum of 3 numbers
- Passwords are case sensitive
- Last 6 passwords cannot be reused

The screenshot displays the Core-CT Portal Home Page. At the top, there is a navigation bar with links for Home, Worklist, Add to My Links, and Sign out. Below this, a Favorites and Main Menu section contains buttons for My HR and Core-CT Help, along with a My Links dropdown menu. The main content area is divided into several sections:

- Personal Information:** Review and update your personal information. Includes links for Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Marital Status, Name Change, and Ethnic Groups. Also includes a My System Profile section for setting preferences and passwords.
- Time and Labor:** Report and approve time. Includes links for Timesheet and Approve Time.
- Payroll:** Review current and prior paychecks. Includes a link for View Paycheck.
- Core-CT News:** Features news sections for EPM News (EPM Upgrade to 9.11), Finance News (Year End Activities Calendar), and HR News (HCM 9.1 Upgrade is now Live). Includes a Feed icon and a link to View All Articles and Sections.
- My Reports:** Currently shows "No Reports To Display" and a link to Report Manager.

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 'My System Profile' 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

Favorites Main Menu > My System Profile

[My HR](#) [Core-CT Help](#)

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

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

Email		Personalize	Find	First	1 of 1	Last
<u>Primary Email Account</u>	<u>Email Type</u>	<u>Email Address</u>				
<input checked="" type="checkbox"/>	Business	doit.core.emailtest@ct.gov		+	-	

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

The screenshot shows the Core-CT State of Connecticut portal. 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 and Main Menu section with buttons for My HR and Core-CT Help. The main content area is divided into several panels:

- Personal Information:** Review and update your personal information. Includes links for Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Marital Status, Name Change, and Ethnic Groups. Also includes a My System Profile section for setting preferences and passwords.
- Time and Labor:** Report and approve time. Includes links for Timesheet and Approve Time.
- Payroll:** Review current and prior paychecks. A green arrow points to the [View Paycheck](#) link.
- Core-CT News:** Contains news sections for EPM News (EPM Upgrade to 9.11), Finance News (Year End Activities Calendar), and HR News (HCM 9.1 Upgrade is now Live!). It also includes a Feed and a link to View All Articles and Sections.
- My Reports:** Shows 'No Reports To Display' and a [Report Manager](#) link.

- 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

CT.gov State of Connecticut

Home Worklist Add to My Links Sign out

Favorites Main Menu > Self Service > Payroll > View Paycheck

My HR Core-CT Help

My Links Select One: ▼

Paycheck Selection:

Pay Period End Date	Advice/Check Date	Paycheck Option	Department		
2012-04-05	2012-04-19	Advice	OSC15000		
2012-03-22	2012-04-04	Advice	OSC15000		
2012-03-08	2012-03-22	Advice	OSC15000		
2012-02-23	2012-03-08	Advice	OSC15000		
2012-02-09	2012-02-23	Advice	OSC15000		
2012-01-26	2012-02-09	Advice	OSC15000		
2012-01-12	2012-01-26	Advice	OSC15000		
2011-12-29	2012-01-12	Advice	OSC15000		
2011-12-15	2011-12-29	Advice	OSC15000		
2011-12-01	2011-12-15	Advice	OSC15000		
2011-11-17	2011-12-01	Advice	OSC15000		
2011-11-03	2011-11-17	Advice	OSC15000		
2011-10-20	2011-11-03	Advice	OSC15000		
2011-10-06	2011-10-20	Advice	OSC15000		
2011-09-22	2011-10-06	Advice	OSC15000		
2011-09-08	2011-09-22	Advice	OSC15000		
2011-08-25	2011-09-08	Advice	OSC15000		
2011-08-11	2011-08-25	Advice	OSC15000		
2011-07-28	2011-08-11	Advice	OSC15000		
2011-07-14	2011-07-28	Advice	OSC15000		
2011-06-30	2011-07-14	Advice	OSC15000		
2011-06-16	2011-06-30	Advice	OSC15000		
2011-06-02	2011-06-16	Advice	OSC15000		
2011-05-19	2011-06-02	Advice	OSC15000	IT Analyst 2	\$903.90
2011-05-05	2011-05-19	Advice	OSC15000	IT Analyst 2	\$903.90

- 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

Core-CT To learn more about Core-CT

State of Connecticut Governor Dannel P. Malloy Search

Core-CT HRMS/FINANCIALS/REPORTING SYSTEM

Visit the Core-CT website at:
<http://www.core-ct.state.ct.us/>

LOGIN
SELF-SERVE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF
9.1 UPGRAD

OFFICE of the STATE COMPTROLLER
D&A
VETERANS
GOVERNOR'S