It is very important for employees to have the most up to date email address in Core-CT to ensure you receive all confirmation emails that are a result of the self-service process. Employees may follow the following steps to add/update their email address in Core-CT **(assuming the employee has Core-CT self-service access).** Employees who do not have access to Core-CT Self Service should contact their Agency HR office to find out the quickest way to update their Core-CT email address.

Step 1
Sign-on to Core-CT:

https://corect.ct.gov/psp/PEPRD/?cmd=login

Enter your User ID and Password and click Sign In.

For User ID and Password assistance please contact your

Agency Security Coordinator via the following URL:

http://www.core-ct.state.ct.us/security/hrms_liaison_list.asp

Step 2

Navigate to:

Main Menu > Core-CT HRMS > Self Service >
Personal Information > Email Addresses

Step 3
Click on the Add Email Address Button (as pictured below in the highlighted circle)
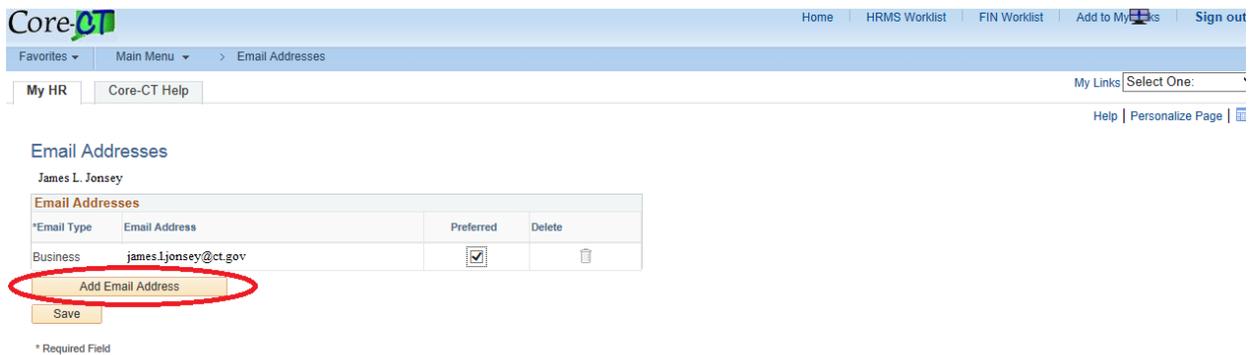
Step 4
Enter the **Email Type** (Home, Business, etc.), **new email address**, **check** the preferred email
address that you would like to receive Core-CT self-service confirmation email(s) from and **click**
the **Save button** (as pictured on the next page)

Core-CT

| | Home | HRMS Worklist | FIN Worklist | Add to My Links | Sig |

Favorites ▾   Main Menu ▾   >   Email Addresses

My Links: Select One:

My HR   Core-CT Help

Help | Personalize Pag

Email Addresses

James L. Jonsey

Email Addresses			
*Email Type	Email Address	Preferred	Delete
Business	james.l.jonsey@ct.gov	☑	🗑
Home	james.l.jonsey@homemail.com ×	☐	🗑

Add Email Address

Save

* Required Field

- You have successfully added a new Core-CT email address.