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

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 Your User ID is your employee number and your password is the first 4 letters of your last name in UPPERCASE along with the last 4 digits of your SS#.
   - 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 one you just entered)
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
‘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. At next screen Click on ‘Change or set up forgotten password help’
3. 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
   - Select the email address currently there and type in your email address you want.
   - 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 from your Home page 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. Please make sure these are off.