



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

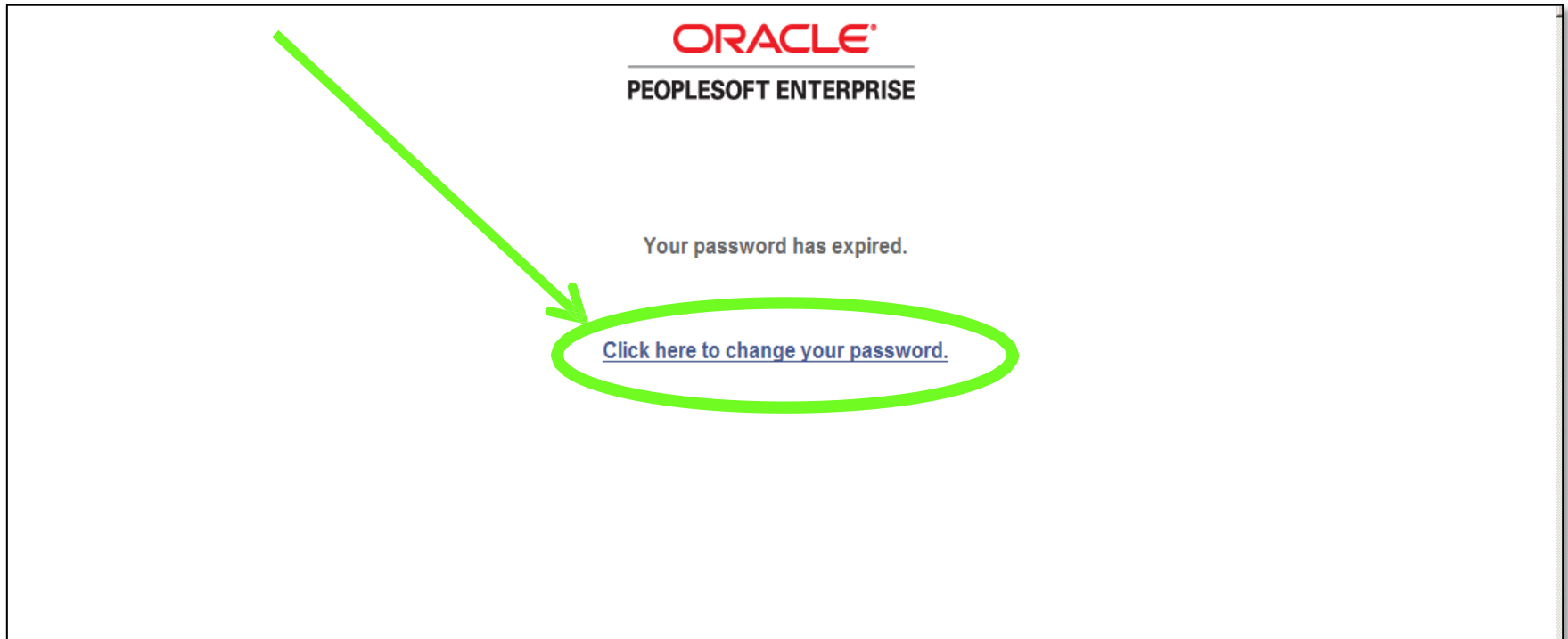
Here's How:

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

A close-up view of the login form on the Core-CT website. The 'Core-CT' logo is at the top. The form contains two input fields: 'User ID:' and 'Password:'. Below these fields is a 'Sign In' button. At the bottom of the form, there is a link that says 'Forgot your password?'. A green circle highlights the 'User ID' and 'Password' fields, and a green arrow points from the 'LOGIN' link in the previous image to this form.

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 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

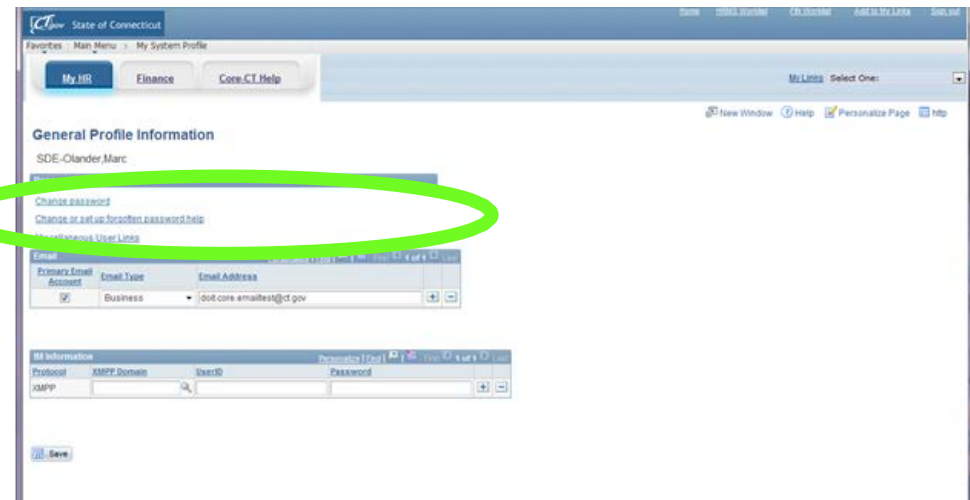
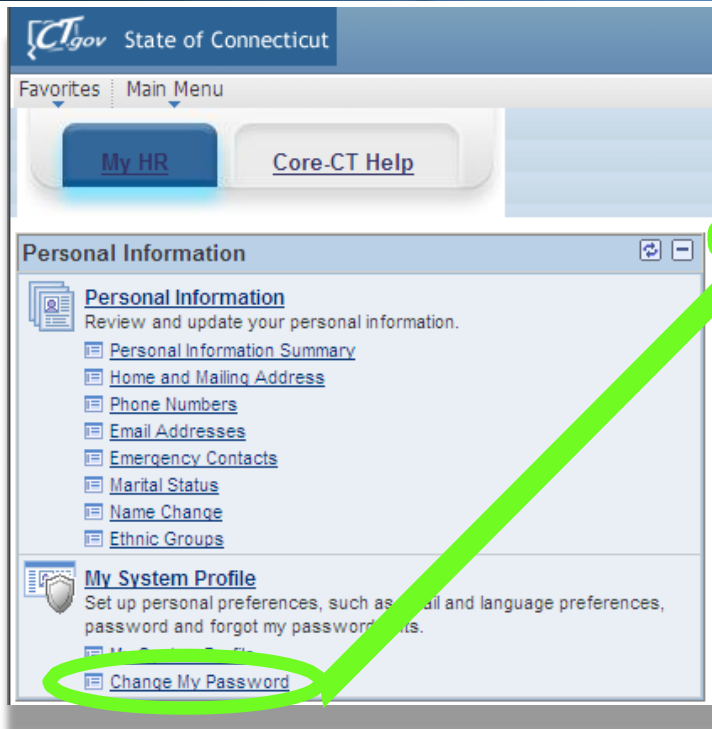
Please note the New Password Requirements

Once logged in, you will see the Core-CT Portal Home Page - the Gateway to Core-CT

The screenshot shows the Oracle 'Change Password' interface. The form includes the following fields and elements:

- ORACLE** logo at the top.
- Change Password** title.
- User ID:** 9999999
- Description:** Lastname,Firstname
- *Current Password:** [password field]
- *New Password:** [password field]
- *Confirm Password:** [password field]
- Change Password** button (circled in green).
- NEW PASSWORD REQUIREMENTS 12/14/2007** section with the following rules:
 - Password minimum length = 8 characters
 - Password must include a minimum of 3 numbers
 - Passwords are case sensitive
 - Last 6 passwords cannot be reused
- Links for [For Help](#), [contact](#), [core.support](#), and [@gov](#).
- Notify** button.

Annotations: Green arrows point from the instructions to the password fields. A red arrow points from the 'Change Password' button to the requirements section.



'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

Favorites Main Menu > My System Profile

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

Change or set up forgotten password help

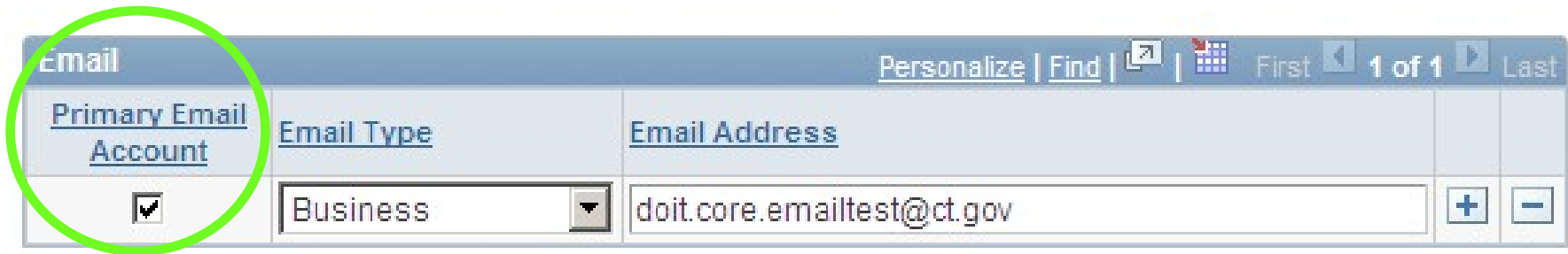
If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

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	Email Type	Email Address		
<u>Primary Email Account</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
 - 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 screenshot shows the Core-CT State of Connecticut portal. At the top, there are navigation links for Home, Worklist, Add to My Links, and Sign out. Below this is a Favorites section with 'Main Menu' and buttons for 'My HR' and 'Core-CT Help'. A 'My Links' dropdown menu is also visible.

The main content area is divided into several panels:

- Personal Information:** Contains links for 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Marital Status', 'Name Change', and 'Ethnic Groups'. Below this is the 'My System Profile' section for setting preferences and passwords.
- Time and Labor:** Contains links for 'Timesheet' and 'Approve Time'.
- Payroll:** Contains a link for 'View Paycheck', which is highlighted with a green arrow.
- Core-CT News:** Features sections for 'EPM News' (with a link to 'EPM Upgrade to 9.1!'), 'Finance News' (with a link to 'Year End Activities Calendar'), and 'HR News' (with a link to 'HCM 9.1 Upgrade is now Live!'). It also includes a 'Feed' icon and links to 'Update Submitted Articles' and 'View All Articles and Sections'.
- My Reports:** Currently displays '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 from your Home page 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

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	2011-01-12	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
2011-05-05	2011-05-19	Advice	OSC15000

One: ▼

- 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.