



# 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

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

User ID:

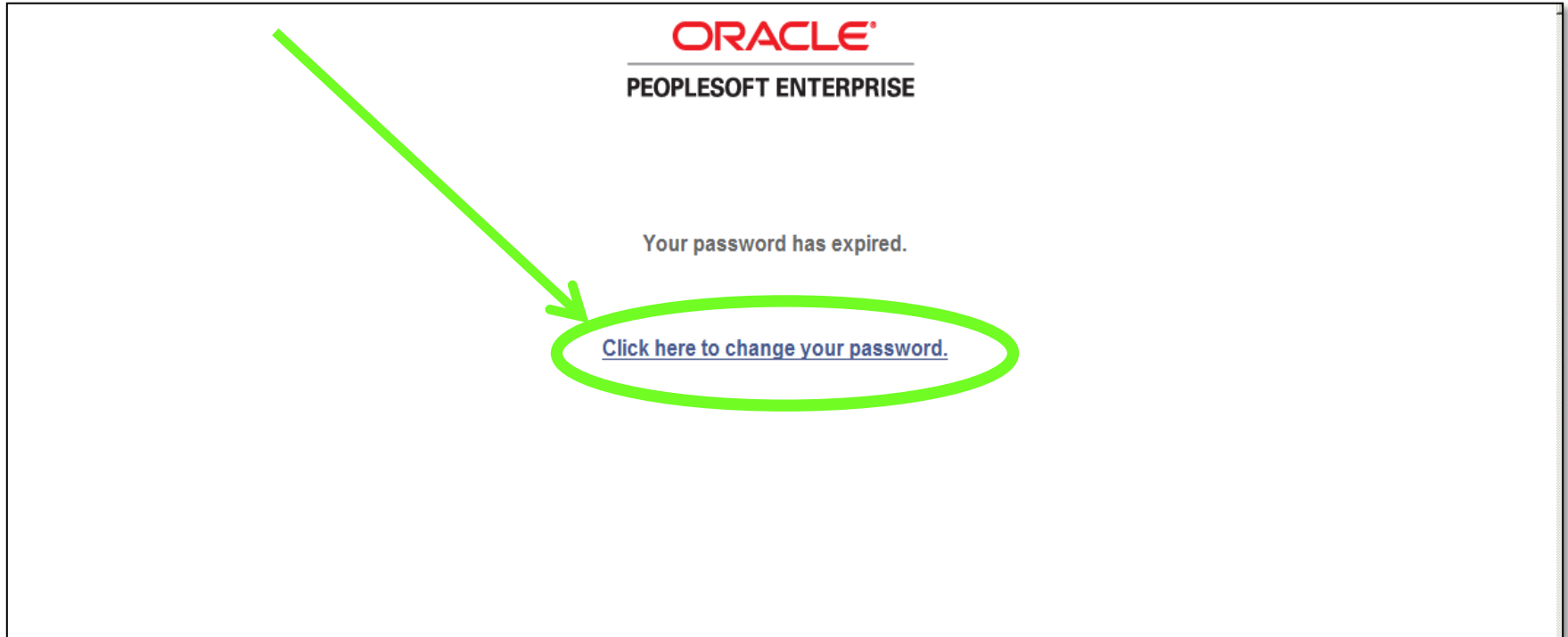
Password:

Sign In

[Forgot your password?](#)

# 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

The screenshot shows the Oracle 'Change Password' interface. At the top, the Oracle logo is visible. Below it, the title 'Change Password' is displayed. The form contains the following fields and information:

- User ID: 9999999
- Description: Lastname,Firstname
- \*Current Password: [password field]
- \*New Password: [password field]
- \*Confirm Password: [password field]
- A 'Change Password' button, which is circled in green.
- Links for 'For Help', 'contact', 'core.support', and '@.gov'.
- A 'Notify' button.
- Section: 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

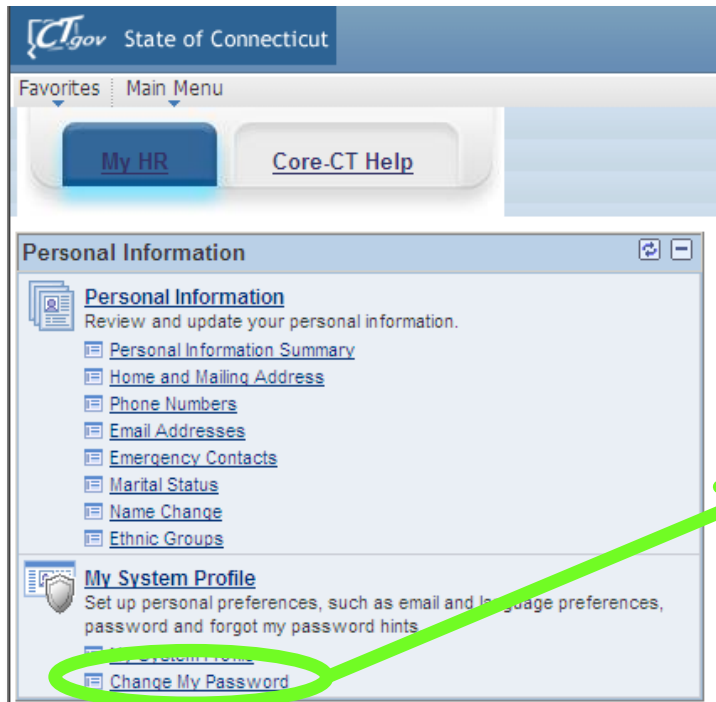
Green arrows from the text on the left point to the 'Current Password', 'New Password', 'Confirm Password', and 'Change Password' button fields.

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, there are buttons for My HR and Core-CT Help, and a My Links dropdown menu. The main content area is divided into several sections:

- Personal Information:** A section for reviewing and updating personal information, including links for Personal Information Summary, Home and Mailing Address, Phone Numbers, Email Addresses, Emergency Contacts, Marital Status, Name Change, and Ethnic Groups. It also includes a My System Profile section for setting preferences and a Change My Password link.
- Time and Labor:** A section for reporting and approving time, with links for Timesheet and Approve Time.
- Payroll:** A section for reviewing current and prior paychecks, with a View Paycheck link.
- Core-CT News:** A section for news updates, including EPM News (EPM Upgrade to 9.1!), Finance News (Year End Activities Calendar), and HR News (HCM 9.1 Upgrade is now Live!). It also features a Feed icon and links for Update Submitted Articles and View All Articles and Sections.
- My Reports:** A section showing no reports to display, with a Report Manager link.

While the Portal includes many tools and applications, this presentation highlights:

- Setting Your Password Recovery question and email address
- Viewing Your Paycheck



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Favorites Main Menu

My HR Core-CT Help

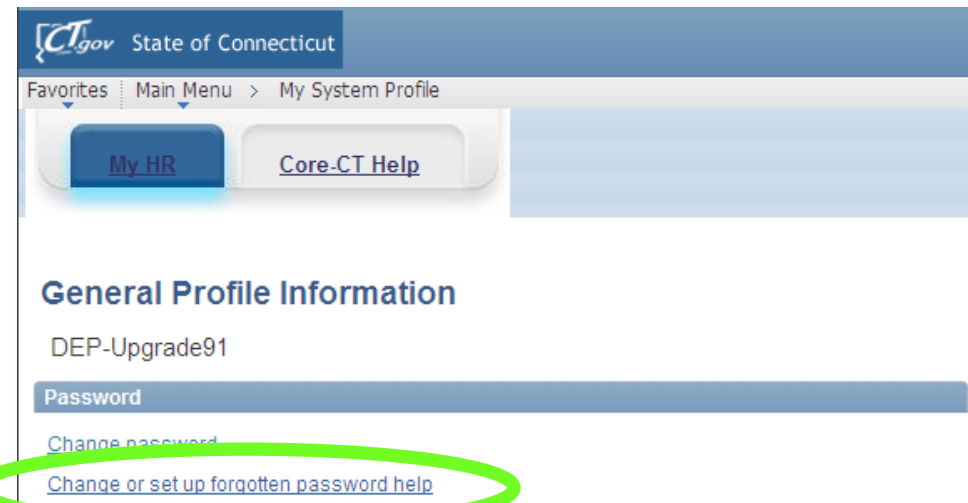
Personal Information

Personal Information  
Review and update your personal information.

- Personal Information Summary
- Home and Mailing Address
- Phone Numbers
- Email Addresses
- Emergency Contacts
- Marital Status
- Name Change
- Ethnic Groups

My System Profile  
Set up personal preferences, such as email and language preferences, password and forgot my password hints.

- Change My Password



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Favorites Main Menu > My System Profile

My HR Core-CT Help

General Profile Information

DEP-Upgrade91

Password

Change password

Change or set up forgotten password help

'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. 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

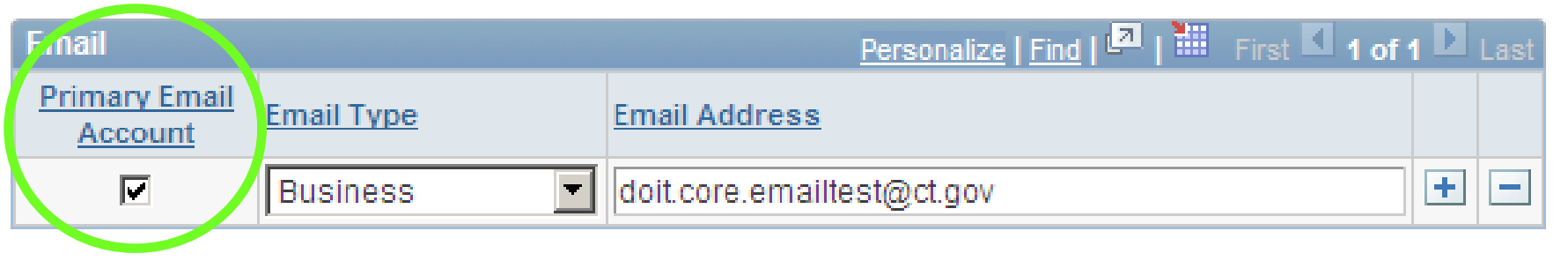
If you forget your password, you can have a new password emailed to you. Enter a question and your response below. These will be used to authenticate you.

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



The screenshot shows a web interface for managing email accounts. At the top, there is a navigation bar with 'Personalize | Find |' and a 'First 1 of 1 Last' indicator. Below this is a table with columns for 'Primary Email Account', 'Email Type', and 'Email Address'. The first row has a checked checkbox under 'Primary Email Account', 'Business' in the 'Email Type' dropdown, and 'doit.core.emailtest@ct.gov' in the 'Email Address' field. A green circle highlights the 'Primary Email Account' checkbox.

Primary Email Account	Email Type	Email Address
<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
4. Click 'Save' in the lower left corner of the screen.



The screenshot displays the Core-CT web application interface. At the top, there is a navigation bar with links for Home, Worklist, Add to My Links, and Sign out. Below this, there are buttons for My HR and Core-CT Help, and a My Links dropdown menu. 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. It also includes a My System Profile section for setting preferences.
- 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:** Contains sections for EPM News, Finance News, and HR News, each with a list of news items and a More... link.
- My Reports:** Contains a Report Manager link.

The following text is overlaid on the screenshot:

- 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
<a href="#">2012-04-05</a>	2012-04-19	Advice	OSC15000
<a href="#">2012-03-22</a>	2012-04-04	Advice	OSC15000
<a href="#">2012-03-08</a>	2012-03-22	Advice	OSC15000
<a href="#">2012-02-23</a>	2012-03-08	Advice	OSC15000
<a href="#">2012-02-09</a>	2012-02-23	Advice	OSC15000
<a href="#">2012-01-26</a>	2012-02-09	Advice	OSC15000
<a href="#">2012-01-12</a>	2012-01-26	Advice	OSC15000
<a href="#">2011-12-29</a>	2012-01-12	Advice	OSC15000
<a href="#">2011-12-15</a>	2011-12-29	Advice	OSC15000
<a href="#">2011-12-01</a>	2011-12-15	Advice	OSC15000
<a href="#">2011-11-17</a>	2011-12-01	Advice	OSC15000
<a href="#">2011-11-03</a>	2011-11-17	Advice	OSC15000
<a href="#">2011-10-20</a>	2011-11-03	Advice	OSC15000
<a href="#">2011-10-06</a>	2011-10-20	Advice	OSC15000
<a href="#">2011-09-22</a>	2011-10-06	Advice	OSC15000
<a href="#">2011-09-08</a>	2011-09-22	Advice	OSC15000
<a href="#">2011-08-25</a>	2011-09-08	Advice	OSC15000
<a href="#">2011-08-11</a>	2011-08-25	Advice	OSC15000
<a href="#">2011-07-28</a>	2011-08-11	Advice	OSC15000
<a href="#">2011-07-14</a>	2011-07-28	Advice	OSC15000
<a href="#">2011-06-30</a>	2011-07-14	Advice	OSC15000
<a href="#">2011-06-16</a>	2011-06-30	Advice	OSC15000
<a href="#">2011-06-02</a>	2011-06-16	Advice	OSC15000
<a href="#">2011-05-19</a>	2011-06-02	Advice	OSC15000
<a href="#">2011-05-05</a>	2011-05-19	Advice	OSC15000
<a href="#">2011-04-21</a>	2011-05-05	Advice	OSC15000

- 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-SERVICE  
HRMS  
FINANCIALS  
EPM  
SECURITY  
TRAINING  
DAILY MAIL  
CATALOG OF  
9.1 UPGRAD

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