

# 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

# Core-CT Password Change Prompt

To change your Password, Click on the Link to begin



State of Connecticut

Favorites | Main Menu

Core-CT Help

My Links | Select One: [v]

### 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.

- My System Profile
- Change My Password

### Time and Labor

Report and approve time.

- Timesheet
- Approve Time

### Payroll

Review current and prior paychecks.

- View Paycheck

### Core-CT News

#### EPM News

- EPM Upgrade to 9.11

More...

#### Finance News

- Year End Activities Calendar

More...

#### HR News

- HCM 9.1 Upgrade is now Live!

More...

Update Submitted Articles |  Feed

View All Articles and Sections

### My Reports

No Reports To Display

Report Manager

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

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

Favorites | Main Menu > My System Profile

My AR 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:

OK Cancel

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 displays the Core-CT web application interface. At the top, there is a navigation bar with the 'CT.gov State of Connecticut' logo, 'Favorites', 'Main Menu', and 'Core-CT Help' links. A 'My Links' dropdown menu is also visible. The main content area is divided into several sections:

- Personal Information:** A sidebar menu with options like 'Personal Information Summary', 'Home and Mailing Address', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Marital Status', 'Name Change', and 'Ethnic Groups'. Below this is a 'My System Profile' section for setting preferences.
- Time and Labor:** A section for reporting and approving time, containing links for 'Timesheet' and 'Approve Time'.
- Payroll:** A section for reviewing current and prior paychecks, with a 'View Paycheck' link highlighted by a mouse cursor.
- Core-CT News:** A news section with categories: 'EPM News' (EPM Upgrade to 9.11), 'Finance News' (Year End Activities Calendar), and 'HR News' (HCM 9.1 Upgrade is now Live).
- My Reports:** A section showing '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



# About Pop-Up Blockers

- 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