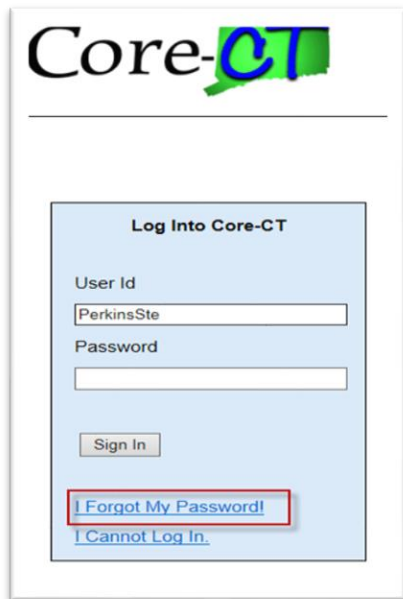




Password Reset – Self Service

1. If you have forgotten your password, Click the “Forgot My Password” link.

A screenshot of the Core-CT login page. At the top is the "Core-CT" logo. Below it is a light blue box titled "Log Into Core-CT". Inside this box are two input fields: "User Id" with the text "PerkinsSte" and "Password". Below the fields is a "Sign In" button. At the bottom of the box are two links: "Forgot My Password!" (highlighted with a red box) and "Cannot Log In."

2. At the “Forgot My Password” page, enter your “User ID” in the applicable field and click “Continue”

A screenshot of the Core-CT "Forgot My Password" page. The page has a blue header with the "Core-CT" logo. The main content area is white and contains the heading "Forgot My Password". Below the heading is a paragraph: "If you have forgotten your password, or your password has expired, you can have a new password emailed to you." This is followed by another paragraph: "Enter your User ID below. This will be used to find your profile, in order to authenticate you." There is an input field for "User ID" with the text "PerkinsSte" and a "Continue" button (highlighted with a red box).

3. Enter the same Response as the one entered on the “My System Profile”. Click the “Email New Password” button.

Forgot My Password

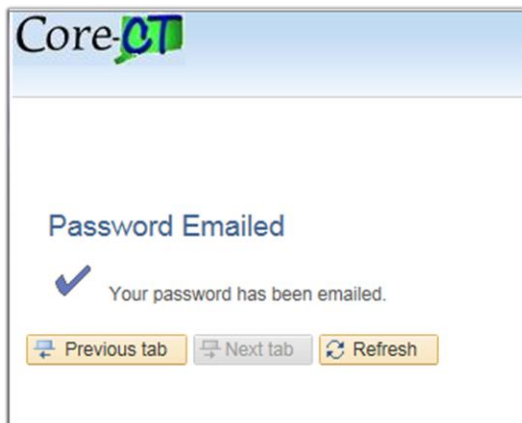
User ID: PerkinsSte
Email ID: stephen.perkins@ct.gov

Please answer the following question below for user validation.

Question: In what city or town was your first job?
Response:


[Email New Password](#)

4. The following message displays with a notification that a password has been emailed. Close the Browser.



5. Go to your Microsoft Outlook Inbox. Open the system generated message regarding User ID Password.

6. Enter your "User ID". Enter the system generated "Password" sent in the email and then click the "Sign In" button.



Log Into Core-CT

User Id
PerkinsSte

Password
●●●●●●

Sign In

[! Forgot My Password!](#)

[! Cannot Log In.](#)

7. The system generated password expires immediately. Click the "[Click here to change your password](#)" link.



- The Change Password page displays. Enter the system generated password in the “Current Password” field. Complete the “New Password” and “Confirm Password” fields. Click the “Change Password” button.

Change Password

User ID: PerkinsSte
Description: OSC-Perkins Stephen E

*Current Password:

*New Password:

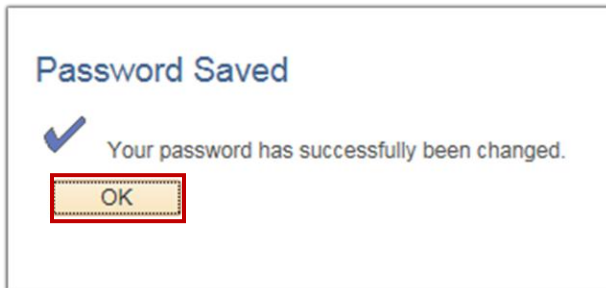
*Confirm Password:

Change Password

[For Help contact](#)
core.support@ct.gov

PASSWORD REQUIREMENTS
Password minimum length = 8 characters
Password must include a minimum of 3 numbers
Passwords are case sensitive
Last 6 passwords cannot be reused

- Click the “OK” button.



- You are now logged into Core-CT, and the Home page displays.

Core-CT Home | HRMS Worklist | FIN Worklist | Add to k

Favorites | Main Menu

My HR | Finance | Core-CT Help | My Links

Personal Information

- Personal Information
 - Review and update your personal information.
 - Personal Information Summary
 - Home and Mailing Address
 - Phone Numbers
 - Email Addresses
 - Emergency Contacts
 - 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

- Time and Labor
 - Report and approve time.
 - Timesheet
 - Approve Time
 - Payable Time Summary
 - Payable Time Detail
- Payroll
 - Review current and prior paychecks.
 - View Paycheck Information
 - View W-2/W-2c Forms
 - W-2/W-2c Consent

Core-CT News

Employee News

- Payroll Insert: Save for College with CHET
- More...
- Feed
- View All Articles and Sections

My Reports

Report	Folder
CTTLB353	General
	2015-11-19-17.31.5
CTTLB359	General
	2015-11-19-17.04.4
CTTLB359	General
	2015-11-19-00.15.3
CTTLB353	General
	2015-11-19-00.13.3
CTTLB359	General
	2015-11-17-23.45.3

Report Manager