



Password Reset Setup – Self Service

The following tasks must be performed in order to utilize the Password Reset feature.

1. Setup the Password Reset feature
2. Log into Core-CT. Click the **“My System Profile”** link

A screenshot of the Core-CT web application interface. At the top left is the "Core-CT" logo. To its right is a search bar with a dropdown menu set to "All" and a "Search" button. Below the search bar is a navigation menu with tabs for "My HR", "Finance", "My CRM", "Core-CT Help", and "S...". The "Personal Information" section is expanded, showing a list of links: "Personal Information Summary", "Home and Mailing Address", "Phone Numbers", "Email Addresses", "Emergency Contacts", "Name Change", "Ethnic Groups", "My System Profile", and "Change My Password". The "My System Profile" link is highlighted with a red rectangular box.

3. Enter your business email address in the “Email Address” field.
 - Ensure the “Primary Email Account” box is checked and the Email Type section reflects “Business”.

My HR | Finance | Core-CT Help

General Profile Information

OSC-Perkins Stephen E

Password

[Change password](#)

[Change or set up forgotten password help](#)

Miscellaneous User Links

Email | Personalize | Find | [grid icon] | First 1 of 1 Last

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	Stephen.perkins@ct.gov

IM Information | Personalize | Find | [grid icon] | First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password
XMPP			

[Save](#)

Email | Personalize | Find | [grid icon] | First 1 of 1 Last

Primary Email Account	Email Type	Email Address
<input checked="" type="checkbox"/>	Business	Stephen.perkins@ct.gov

4. Click the “Change or set up forgotten password help” link.

General Profile Information

OSC-Perkins Stephen E

Password

[Change password](#)

[Change or set up forgotten password help](#)

5. Click the "Question" drop down list and select a question to answer.
 - Click "OK"

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: **In what city or town was your first job?**
What is your mother's maiden name?
What was the name of your first pet?
Who is your favorite author?

Response: Who was your childhood best friend?

OK **Cancel**

6. Click "Save". This completes the set-up for the Automated Password Reset feature.

Password

[Change password](#)

[Change or set up forgotten password help](#)

[Miscellaneous User Links](#)

Email Personalize | Find | | First 1 of 1 Last

Primary Email Account	Email Type	Email Address		
<input checked="" type="checkbox"/>	Business	Stephen.perkins@ct.gov		

IM Information Personalize | Find | | First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password		
XMPP	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Save