Instructions for Logging into CORE-CT

To View Paycheck Information

1. Open an internet browser and go to: <http://www.core-ct.state.ct.us/>
2. Click on *LOGIN* located in the upper left-hand corner of the screen.
3. Enter User ID and Password:
	1. **User ID** is your six digit State of Connecticut employee number (listed on your pay stub as Employee ID). This is not your Banner number.
	2. **Password** for first time log-in is: first four letters of your last name (UPPER CASE) and last four numbers of your social security number. *(If last name contains less than four letters, use entire last name followed by the last four numbers of your social security number.)*
4. You will prompted to change your password (message - *your password has expired*).
	1. Click on “Click here to change your password”.
	2. Current Password – first four letters of last name (UPPER CASE) and last four numbers of your social security number.
	3. New Password – must be at least 8 characters and must include at least 3 numbers. All passwords are case sensitive.
	4. Click “Change Password” button to save.
	5. Click “OK”.
5. Click on the blue tab “My HR”.
6. Under “Personal Information” select the My System Profile link.
	1. Verify that your email address is correct. If not, enter correct email address and click on the “Save” button. If more than one email address is listed, only one should be checked as Primary Email Account.
	2. Select Change or set up forgotten password help.
	3. Select a challenge question from the drop down menu and enter in the Response.
	4. Click “OK”.
7. To view advice (pay stub):
	1. Return to “My HR” tab.
	2. Click on View Paycheck Information.
	3. Select any Pay Period End Date you wish to view.
	4. If the direct deposit advice does not display you may need to allow pop-ups through your browser. Follow the instructions for downloading the file if a message window displays.
8. Always sign out of CORE-CT when you are finished. The “Sign Out” button is found in the upper right-hand corner of the CORE-CT home page.
	1. Click on the red ‘X’ to end your internet session.