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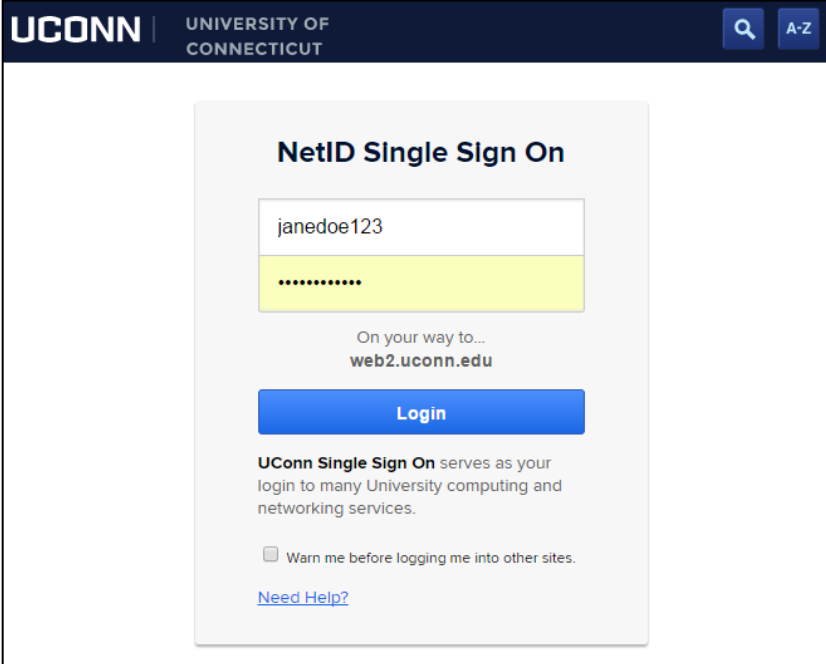
University of Connecticut

Logging in to Core-CT Job Aid

Purpose Employees who are new to using Core-CT will use this job aid to learn how to log into the Core-CT environment to be able to perform self-service tasks, and complete daily job responsibilities.

Process Steps

Step	Action	Screenshot
1	Navigation: The Core-CT link via the UConn Employee Self Service Portal : http://ess.uconn.edu OR via the Human Resources Website : http://hr.uconn.edu or Payroll Website : http://payroll.uconn.edu	
2	On the UConn Employee Self Service Portal page, you have direct access to Core-CT and other employee resources. Click on the NetID Login button to open the NetID Single Sign On page.	<p>The screenshot shows the UConn Employee Self Service Portal interface. At the top, there is a navigation bar with the UConn logo and a search icon. Below the navigation bar, there is a main content area with a video player on the left and a menu on the right. The menu includes 'My Employee Self-Service' and 'My Resources'. The 'NetID Login' button is highlighted with a red rectangle.</p>

Step	Action	Screenshot
3	<p>On the NetID Single Sign On page, enter the following:</p> <ul style="list-style-type: none"> • Net ID: Enter your NetID. For assistance with your NetID, visit https://netid.uconn.edu/ • Password: Enter the password associated with your NetID <p>When the two fields have been entered, click Login to open the Core-CT homepage.</p> <p>Note: It is recommended that you do <u>not</u> save the NetID Single Sign On page as a favorite page, but instead navigate to Core-CT via the Employee Self Service Portal. This is to keep you apprised of the system availability and important system notes included on the Employee Self Service Portal.</p>	
4	<p>On the Core-CT homepage, navigate through the various pages you need to keep your employee information up-to-date and to perform your daily job responsibilities.</p>	