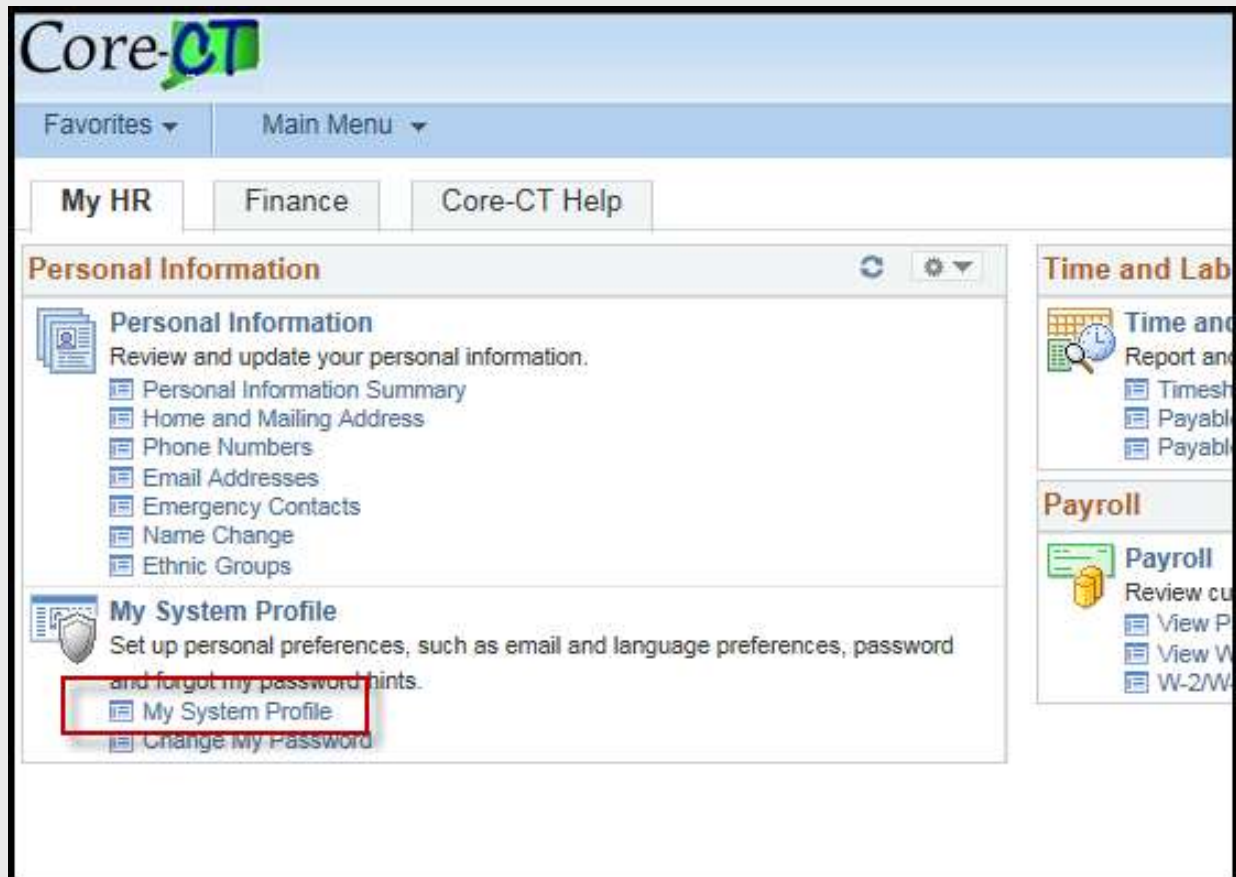


Password Reset Instructions

PART 1

The following set-up tasks must be performed first in order to use the Automated Password Reset feature.

1. Log into Core-CT. Click the [My System Profile](#) link.



2. Enter a personal OR state business email address in the Email Address box; verify the email address is valid. (Perform these instructions for every Core-CT User ID you may have.) Make sure the Primary Email Account Checkbox is checked and the Email Type = 'Business' (Note: even if the email address you have entered is 'personal', you must choose '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 | First 1 of 1 Last

Primary Email Account	Email Type	Email Address
☒	Business	Stephen.perkins@ct.gov

IM Information Personalize | Find | First 1 of 1 Last

Protocol	XMPP Domain	UserID	Password
XMPP			

[Save](#)

Email Personalize | Find | First 1 of 1 Last

Primary Email Account	Email Type	Email Address
☒	Business	Stephen.perkins@ct.gov

3. 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](#)

4. Click the **Question** drop down list and select a question to answer.



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?
Who was your childhood best friend?

Response:

OK Cancel

5. Enter a **Response** (not case sensitive). Click the OK button.



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? ▼

Select from the list of questions.

Response: HARTFORD

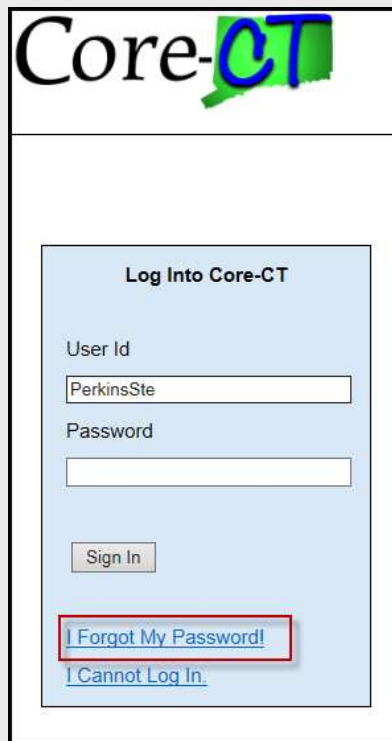
OK Cancel

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

Instructions for using the Password Reset feature

Part 2 (Available July 12, 2010)

1. Trying to log into Core-CT, you have forgotten your password. Click the [Forgot Your Password?](#) link.



The screenshot shows the Core-CT login interface. At the top is the Core-CT logo. Below it is a light blue box titled "Log Into Core-CT". Inside this box, there are two input fields: "User Id" with the text "PerkinsSte" and "Password" which is empty. Below the password field is a "Sign In" button. At the bottom of the box, there are two links: "Forgot My Password!" (highlighted with a red rectangle) and "I Cannot Log In."

2. The Forgot My Password page displays. Enter your **User ID**. Click the **Continue** button.



The screenshot shows the "Forgot My Password" page. At the top is the Core-CT logo. Below it, the title "Forgot My Password" is displayed. A message states: "If you have forgotten your password, or your password has expired, you can have a new password emailed to you." Below this, a prompt says: "Enter your User ID below. This will be used to find your profile, in order to authenticate you." There is a "User ID:" label followed by an input field containing "PerkinsSte". At the bottom, a "Continue" button is highlighted with a red rectangle.

3. Enter the same **Response** as the one entered on the My System Profile> Change or set up forgotten password help page (Response is not case sensitive). 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 notification that a password has been emailed. Close the browser.

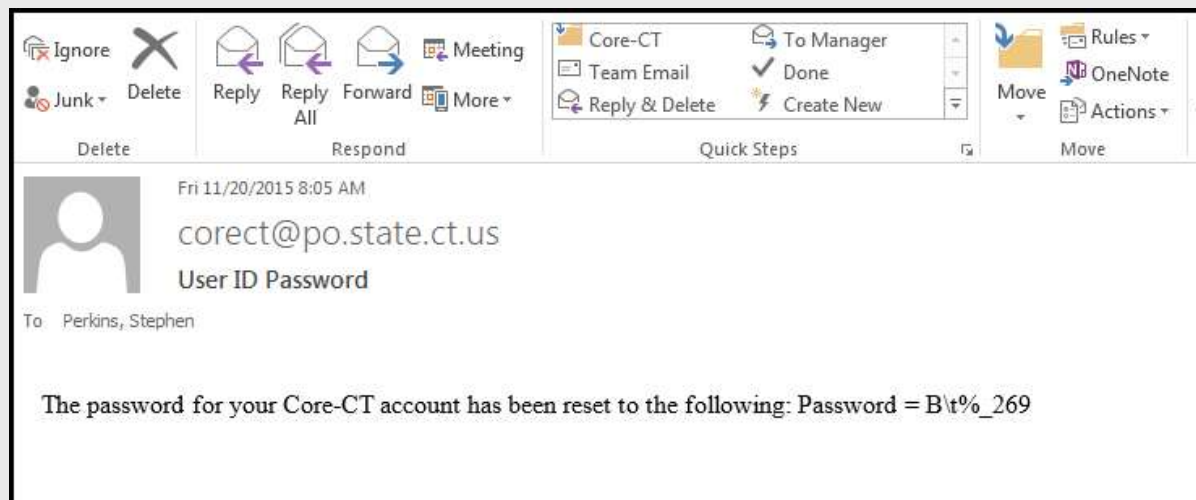
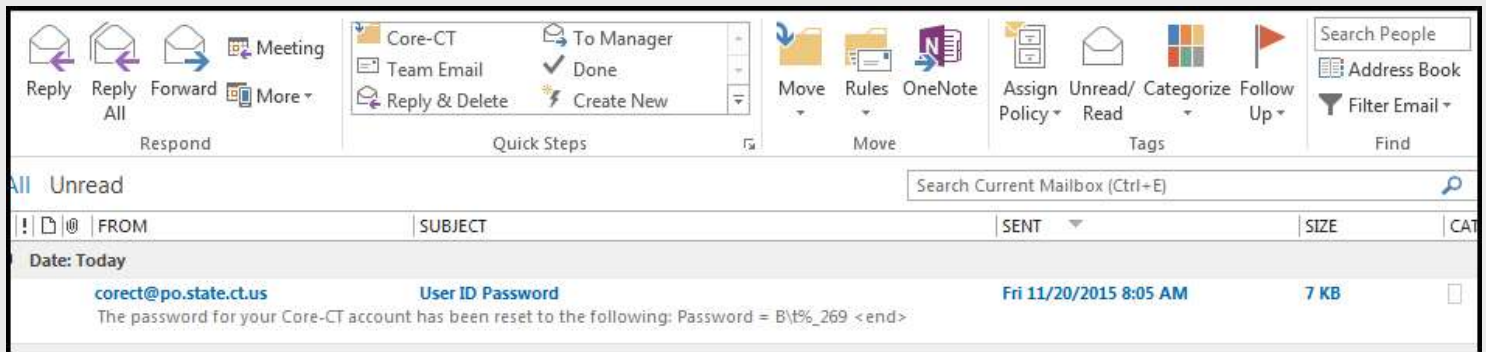
Core-CT

Password Emailed

✓ Your password has been emailed.

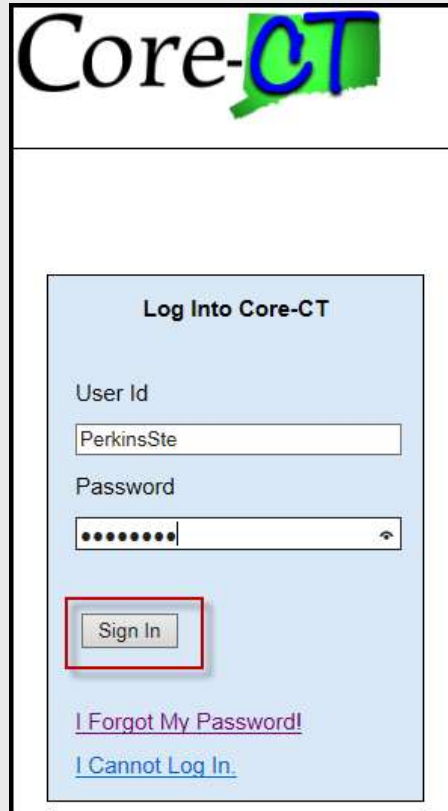
[Previous tab](#) [Next tab](#) [Refresh](#)

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



6. Highlight the password and Copy (right mouse click, Copy) or note the system generated password. Navigate to the Core-CT log on screen.

7. Enter your **User ID** (if it does not default). Enter or Paste (right mouse click, Paste) the system generated password sent in the email. Press Enter on your keyboard or click the **Sign In** button.



The image shows a web browser window with the Core-CT logo at the top. Below the logo is a light blue rectangular box titled "Log Into Core-CT". Inside this box, there are two input fields: "User Id" with the text "PerkinsSte" entered, and "Password" with a series of dots. Below the password field is a "Sign In" button, which is highlighted with a red rectangular border. At the bottom of the light blue box, there are two links: "[I Forgot My Password!](#)" and "[I Cannot Log In.](#)".

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



9. The Change Password page displays. Enter (or Paste) 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](#)

Notify

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

10. Click the **OK** button.

Password Saved



Your password has successfully been changed.

OK

11. You are logged into Core-CT. The Home page displays.

Core-CT

Home | HRMS Worklist | FIN Worklist | Add to M

Favorites | Main Menu

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

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

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

Contact your Agency Security Liaison if you have any questions or problems.

Core-CT

Log Into Core-CT

User Id

Password

[I Forgot My Password!](#)

[I Cannot Log In.](#)

HomeAbout UsHelpContact

LOGIN

SELF-SERVICE
HRMS
FINANCIALS
EPM
SECURITY
TRAINING
DAILY MAIL
CATALOG OF
REPORTS
STARS

OFFICE
of the
STATE COMPTROLLER

DAS

REGISTER

Security

Core-CT Agency Security Liaisons Support Website

This site is for those designated by their agencies as Agency Security Liaisons. Job aids, documents and other links are available to help with transactions for HRMS, Financials and EPM users.

[Who to Contact for Logon Assistance](#)
This link will open a listing of HRMS agency liaisons. Self-Service Users: Your HRMS Security Liaison is the point of contact for password resets. Once the page is open, locate your agency in the left column. Your liaison will be listed to the right.

[Security Bulletins](#)

[General Security Procedures and Updates](#)

[HRMS Security Forms/Handbooks/Documentation](#)

[FIN Security Forms/Handbooks/Documentation](#)

[EPM Security Forms/Handbooks/Documentation](#)

[Archive](#)