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**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Screenshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Navigation: The Core-CT link via the UConn Employee Self Service Portal: <a href="http://ess.uconn.edu">http://ess.uconn.edu</a> OR via the Human Resources Website: <a href="http://hr.uconn.edu">http://hr.uconn.edu</a> or Payroll Website: <a href="http://payroll.uconn.edu">http://payroll.uconn.edu</a></td>
<td><img src="image1.png" alt="Screenshot" /></td>
</tr>
<tr>
<td>2</td>
<td>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.</td>
<td><img src="image2.png" alt="Screenshot" /></td>
</tr>
</tbody>
</table>
On the NetID Single Sign On page, enter the following:
- **Net ID**: Enter your NetID. For assistance with your NetID, visit [https://netid.uconn.edu/](https://netid.uconn.edu/)
- **Password**: Enter the password associated with your NetID

When the two fields have been entered, click **Login** to open the Core-CT homepage.

**Note**: It is recommended that you do **not** 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.

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.