



**Name:** \_\_\_\_\_  
**Employee#/UserID:** \_\_\_\_\_

### **Background:**

All employees of the State are now automatically set up with a new User ID, password and Self-Service roles. These roles will allow the employee to view paycheck information online. ePay allows employees to view their Payroll set-up information as well as to view and print their Advice of Deposit information.

### **User ID**

Your six digit Employee ID can be found on your paystub or your contract. This is your User ID in Core-CT. You can contact Linda Pestretto Demers ([lpestretto-demers@commnet.edu](mailto:lpestretto-demers@commnet.edu)) if you cannot locate your Employee ID.

### **Password**

You have a temporary password which reflects the first 4 letters of your Last Name (**all in uppercase**) + last 4 digits of your SSN. This temporary password will expire after your first log in, and you will need to change it (see below).

### **How to begin:**

- Here is the link for New User instructions on the Core-CT website :  
[http://www.core-ct.state.ct.us/9-training/training/pdf/Intro\\_to\\_Core-CT.pdf](http://www.core-ct.state.ct.us/9-training/training/pdf/Intro_to_Core-CT.pdf)
- Here is the link to log in to CORE-CT <https://corect.ct.gov/PEPRD/signon.html> . Please save as a favorite on your PC or create an icon on your desktop.
- Here is the link to the [Password Reset Presentation](#)
  - Set up your hint question in the My System Profile section
  - Enter your email address in the My System Profile section  
The 'Primary' box must be checked  
The 'Type' must be set as 'Business' (however, you may use any email address you wish)
  - In the Personal Information section, make sure you have an email address entered here also

### **IT Issues**

Please contact the IT Department for any IT related issues including internet accessibility, pop up blockers, etc.

### **NVCC Core Liaisons**

Please contact one of the following individuals if you are locked out or need your password reset:

Primary Contact: Peggy Hayes, Payroll Coordinator  
Email: [mhayes@nwcc.commnet.edu](mailto:mhayes@nwcc.commnet.edu)

Secondary Contact: Linda Pestretto Demers, CSCU Regional Human Resources Generalist  
Email: [lpestretto-demers@commnet.edu](mailto:lpestretto-demers@commnet.edu)

### **Password Security Policies**

- All passwords expire in sixty (60) days.
- Users will be warned for fifteen (15) days prior to the password expiration.
- Five (5) logon attempts are allowed before the account is locked out.
- The password cannot match the User ID.
- The password must be at least eight (8) characters in length, three (3) of which must be digits.
- Six (6) passwords are retained in the system.
- Both alphabetic and numerical characters are allowed.
- Passwords should be obscure rather than obvious.
- All users with valid email addresses must set up their [User Profile in Core-CT](#) to be able to use the password reset feature in Core-CT.
- Only authorized agency security liaisons can request password resets.

Any problems associated with User ID's or passwords must be communicated through your NVCC Core Liaisons. Agency personnel are not to contact the Core-CT Security Administration directly.