



Instructions on Core-CT Login and Viewing Direct Deposit Advices

General Information:

- Please use your work email (e.g. _____@nwcc.edu) for any communication concerning Core-CT and/or questions on your paychecks.
- Once your information is entered into Core-CT, Payroll will send your assigned Employee ID (6-digit number) to your work email address.

Core-CT Login:

1. Navigate to Core-CT Log-In Page: <https://corect.ct.gov/psp/PEPRD/signon.html>
2. Enter your User ID: 6 digit employee number
3. Enter your Password: First 4 letters of your Last Name (all in UPPERCASE) + last 4 digits of SS#
4. This temporary password will expire the first time it is used and you will be prompted to change it.
5. Password requirements:
 - a. Minimum length = 8 characters
 - b. Password must include a minimum of 3 numbers
 - c. Passwords are case-sensitive
 - d. Last 6 passwords cannot be reused
6. Any more than 2 failed attempts to access the system will cause you to be locked out. Please use the [“Forgot your password?”](#) option when needed. If this doesn’t work, please email Peggy Hayes at to have your password reset.

Core-CT Reference Guide:

Please review reference guide for first-time Core-CT users. Navigate to:
http://www.core-ct.state.ct.us/9-training/training/pdf/Intro_to_Core-CT.pdf

This guide contains important information, such as Logging in for the first time, Setting a password recovery question and email, and Viewing your paycheck information.

For questions or assistance, please contact:

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Payroll Officer
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