Core-CT Self-Service – Log-In and Time Sheet Entry

Website: https://corect.ct.gov/PEPRD/signon.html

1. Click on LOGIN

2. Enter: User ID [_____] (**employee ID #**) this in NOT your
   student ID
   Password [_____] First 4 letters of last name (UPPER
   CASE) and   last 4 of SS#

3. Change password when prompted to. You are now logged in.

4. Set up security question in case you forget your password in the future.
   In My System Profile box:
   a. Click My System Profile
   b. Click on "Change or set up forgotten password help"
   c. Select a question from dropdown and type response.

   d. Click OK and continue to "Primary Email Account"
   e. Add your email address.
   f. Click **Save**.
   g. Back arrow to Main Menu.

5. In Time and Labor box:
   a. Click timesheet
   b. Date: Last Day of the Pay Period
   c. Enter hours for each day worked.
   d. In the Time Reporting Code box enter **REG** and Click   Submit

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 MHayes@nwcc.commnet.edu
from your student email address to have your password re-set and CC: Kim
Dragan, kdragan@nwcc.commnet.edu.

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