

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 is 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 to have your password re-set.