Setting Password Recovery

Favorites Main Menu		
My HR Core-CT Help		
Personal Information	Time and Labor	
Personal Information Review and update your personal information. E Personal Information Summary E Home and Mailing Address E Phone Numbers E Email Addresses	Time and Labor Report and approve time. Timesheet Approve Time Payable Time Summary Payable Time Detail	
Emergency Contacts Name Change Ethnic Groups My System Profile Set up personal preferences, such as email and language preferences, password and forgot my password hints. My System Profile	Payroll Payroll Review current and prior paycheds. View Paycheck Information	

- Click on the "My System Profile" indicated by the arrow in the above screen print.
- You will then be brought to the following screen:

Favorites Main Menu > My System Profile
My HR Core-CT Help
General Profile Information CSU(W)-Cratty Fred W
Password
Change password
Change or set up forgotten password help Miscellaneous User Links
Email Personalize Find Personalize Find Finst 1 of 1
Primary Email Email Type Email Address

- Click on the "Change or set up forgotten password help" option as indicated by the arrow in the above screen print.
- You will then be brought to the following screen:

State of Connecticut
Favorites Main Menu > My System Profile
My HR Core-CT Help
Change or set up forgotten password help
If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.
Question: What is your mother's maiden name?
Select from the list of questions.
Response:
OK Cancel

- Once at the above screen you will have the option to pick a password recovery question. In order to do so click on the triangle option as indicated by the above arrow and select your desired question.
- In the "Response" box enter the answer to your question.
- Click on the "OK" button
- You will then be brought to the following screen:

Change pass	sword	- I
Change or s	et up forgotten password he	
Miscellaneou	is User Links	
Email		Personalize Find 💷 🛗 First 🚺 1 of 1
Primary Em Account	ail Email Type	Email Address
	Business	 crattyf@wcsu.edu
IM Informat	ion	Personalize Find 🔤 🎬 🕞
Protocol	XMPP Domain	UserID Password

• At this point verify that the email address listed above is you WCSU email address. If this is not the case blank out what is there and enter the correct email address.

- Verify that the "Email Type" is set to Business and that the box is checked under the "Primary Email Account."
- Click on the "Save" button