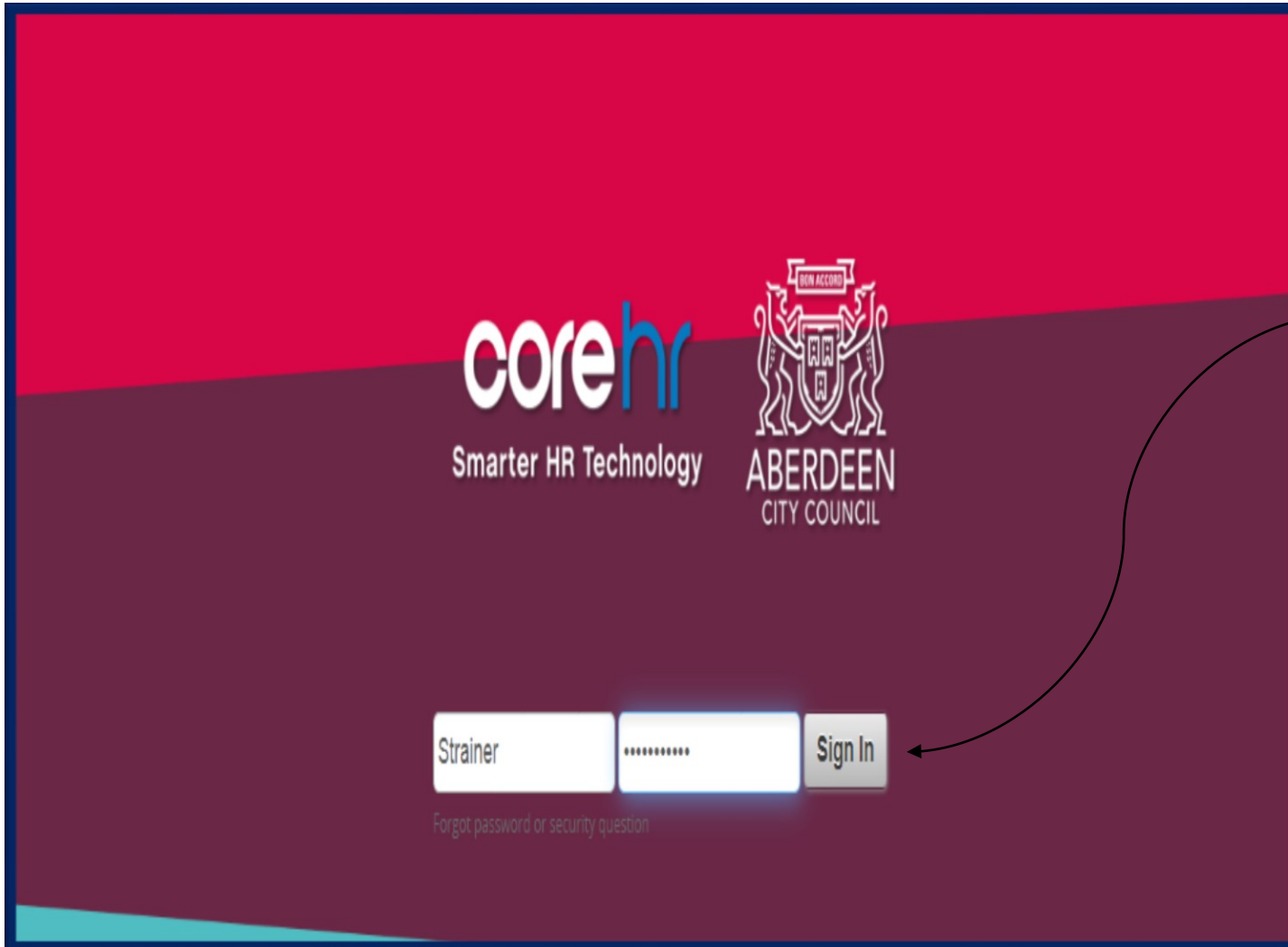# CoreHR Guide
Logging In – For Education network users only

This is a guide would apply to you if you are accessing CoreHR through the Education Network and will show you how to log into CoreHR for the first time and a quick tour of your portal

Welcome!

Login Screen

The link to the CoreHR Portal Login Page is https://my.corehr.com/pls/coreportal_aberdp/

The link will take you to this page.

If you currently have a login account for Aberdeen City Council, you can use the same username and password to log into CoreHR. This is the same as your Office 365 password and username (e.g. Jbloggs) is not the same as your email address.

Please note – this may be different login details from the one you use to access the Education Network.

Login Issues – Password Reset

If you do not know your Office 365 password then you will need to reset it using the Office 365 reset in the **Start Menu Button** in the bottom left-hand corner of your desktop.
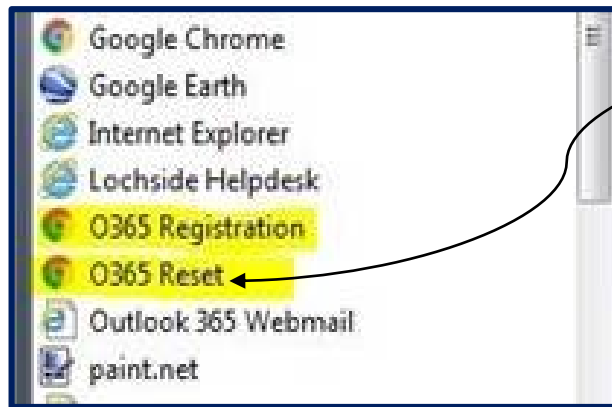
Select **O365 Reset** from the list and follow the instructions on your screen.

- If you are still having difficulties logging in, please contact AskHR – AskHR@aberdeencity.gov.uk
- Please keep up to date with the latest CoreHR news through the People Anytime Page – https://peopleanytime.aberdeencity.gov.uk/corehr/

Onboarding Screen
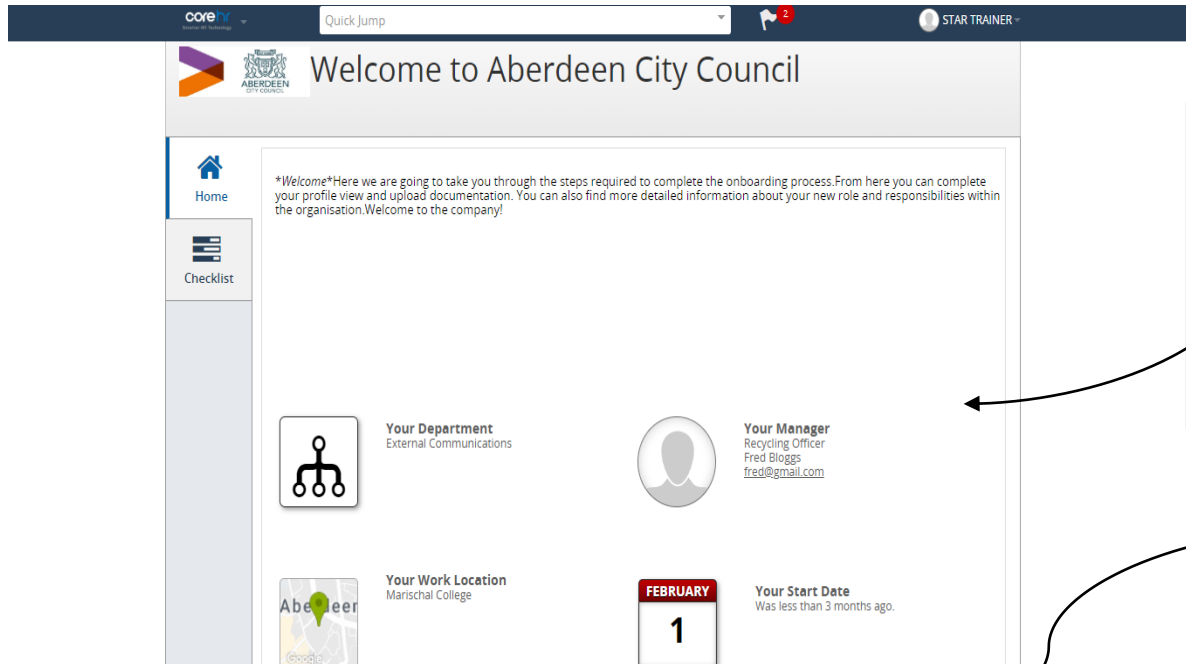
Once you have logged in, you will be taken to the **Onboarding page**. This will display key highlights of your employment (e.g. your start date).

By clicking on the **CoreHR Logo** at the top left-hand corner of the page you will be able to access all the relevant dashboards.
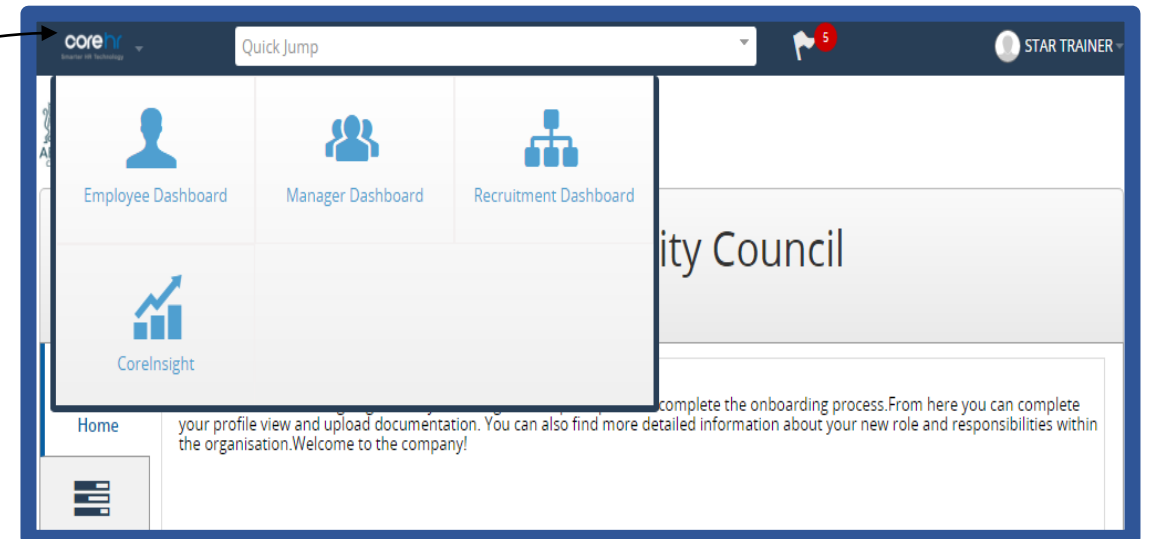
Employee Dashboard

All staff will have access to the **Employee Dashboard**. This is where you will be able to manage your:

- **Profile –** information relating to your job & employment Information
- **Time –** timesheets and attendance information
- **Leave (Where applicable) -** request annual leave, special leave and flexi
- **Pay –** payslips, P60s & Bank Details

Logging Out

To log out of CoreHR, simply click on your name in the top right-hand corner and select **Log Out**.