

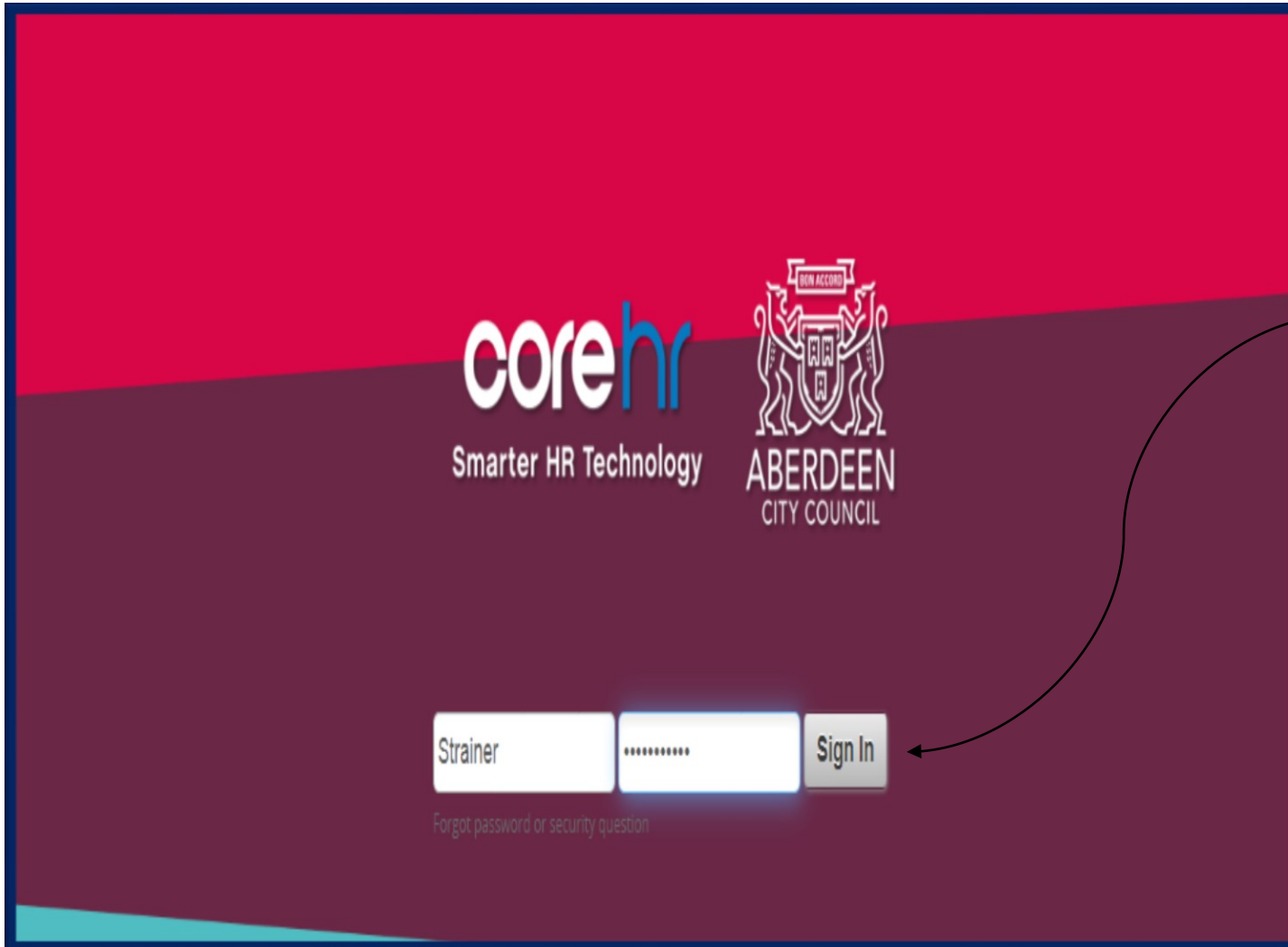
CoreHR Guide

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_ab erdp/

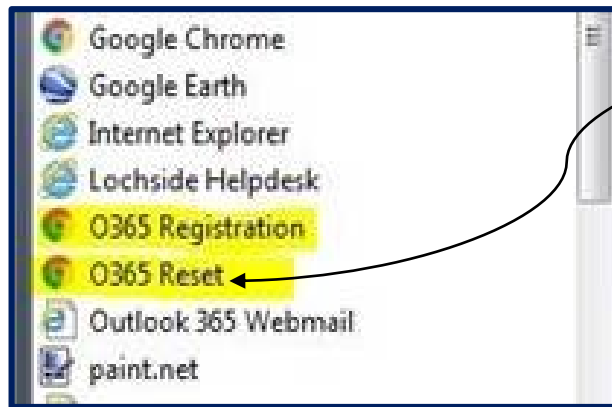
The link will take you to this page.

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

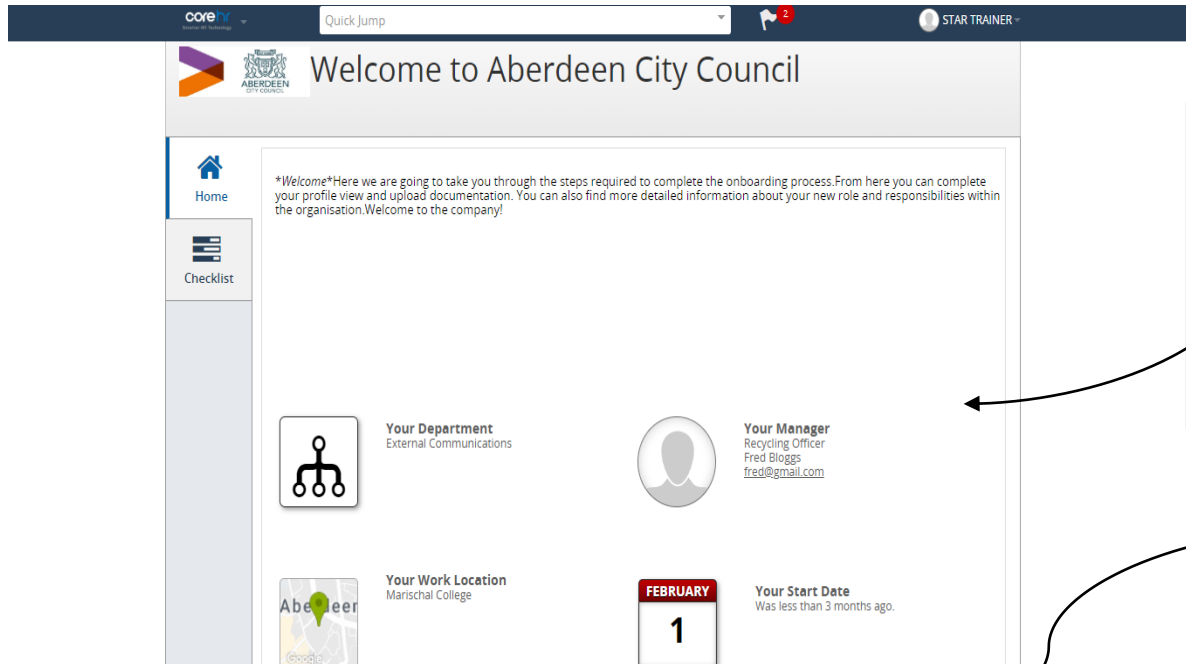
If you do not know your Office 365 password then you will need to reset it using the Office 365 reset in the **Start Menu Button**  in the bottom left-hand corner of your desktop.



Select **O365 Reset** from the list and follow the instructions on your screen.

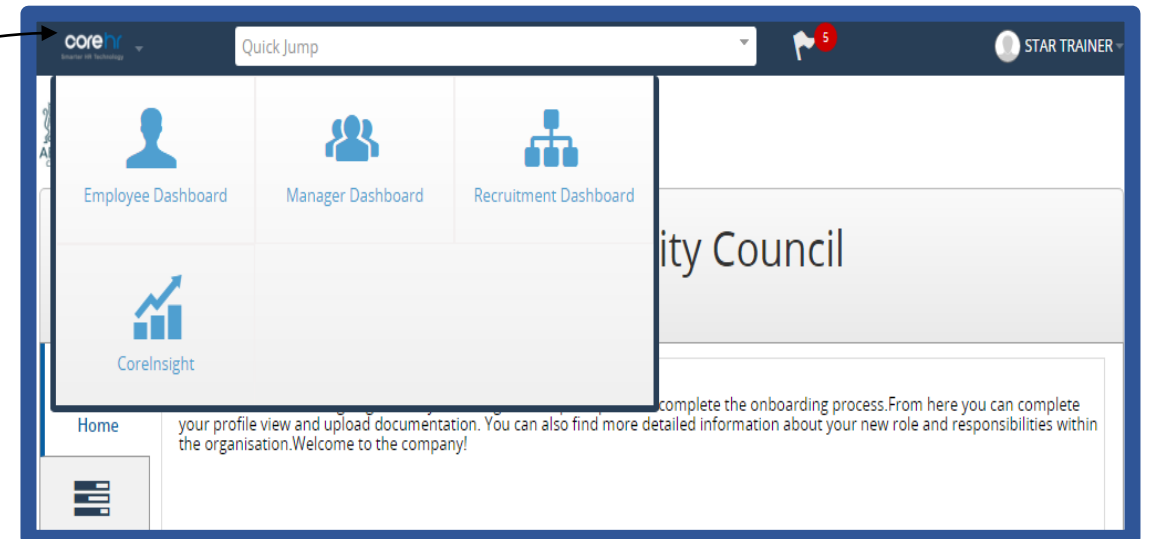
- If you are still having difficulties logging in, please contact AskHR – AskHR@aberdeencity.gov.uk
- Please keep up to date with the latest CoreHR news through the People Anytime Page – <https://peopleanytime.aberdeencity.gov.uk/corehr/>

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

The screenshot displays the Employee Dashboard for a user named Star Trainer, who is a Recycling Officer in the External Communications department. The dashboard is branded with the Aberdeen City Council logo and the core by logo. At the top, there is a search bar labeled 'Quick Jump' and a notification bell icon with a red '2'. The user's profile information is shown at the top right, including a profile picture placeholder, the name 'Star Trainer', the job title 'Recycling Officer, External Communications', and a 'Profile Completeness' bar at 60% with a 'My Profile' button. A vertical navigation menu on the left contains icons for Profile, Time, Leave, and Pay. The main content area is divided into three sections: 'Important Dates' showing 'Pay Day' as 'Not Available' and 'Time Off' as 'None Booked'; 'Service Details' showing 'Length of Service' as '02 Months 02 Weeks', 'Continuous Length of Service' as '-- Years', and 'Continuous Service Start Date' as 'None'; and 'My Appointments' showing a single appointment for '1024-7' as a 'Recycling Officer' in the 'External Communications' department, with a full-time equivalent (FTE) of 1 and a start date of '01 Feb 2019'.

Logging Out

The screenshot shows the CoreHR user interface for a user named Star Trainer. The user's name and role, 'Recycling Officer, External Communications', are displayed. A profile completeness bar shows 60%. A dropdown menu is open, listing options: My Profile, Upload My Photo, Change Password, Account Security, and Log Out. The 'Log Out' option is highlighted in blue. The main content area includes sections for Important Dates (Pay Day: Not Available, Time Off: None Booked), Service Details (Length of Service: 02 Months 02 Weeks, Continuous Length of Service: -- Years, Continuous Service Start Date: None), and My Appointments (1024-7, Recycling Officer, External Communications Department, 1 FTE, 01 Feb 2019 Start Date). A sidebar on the left contains navigation icons for Profile, Time, Leave, and Pay.

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