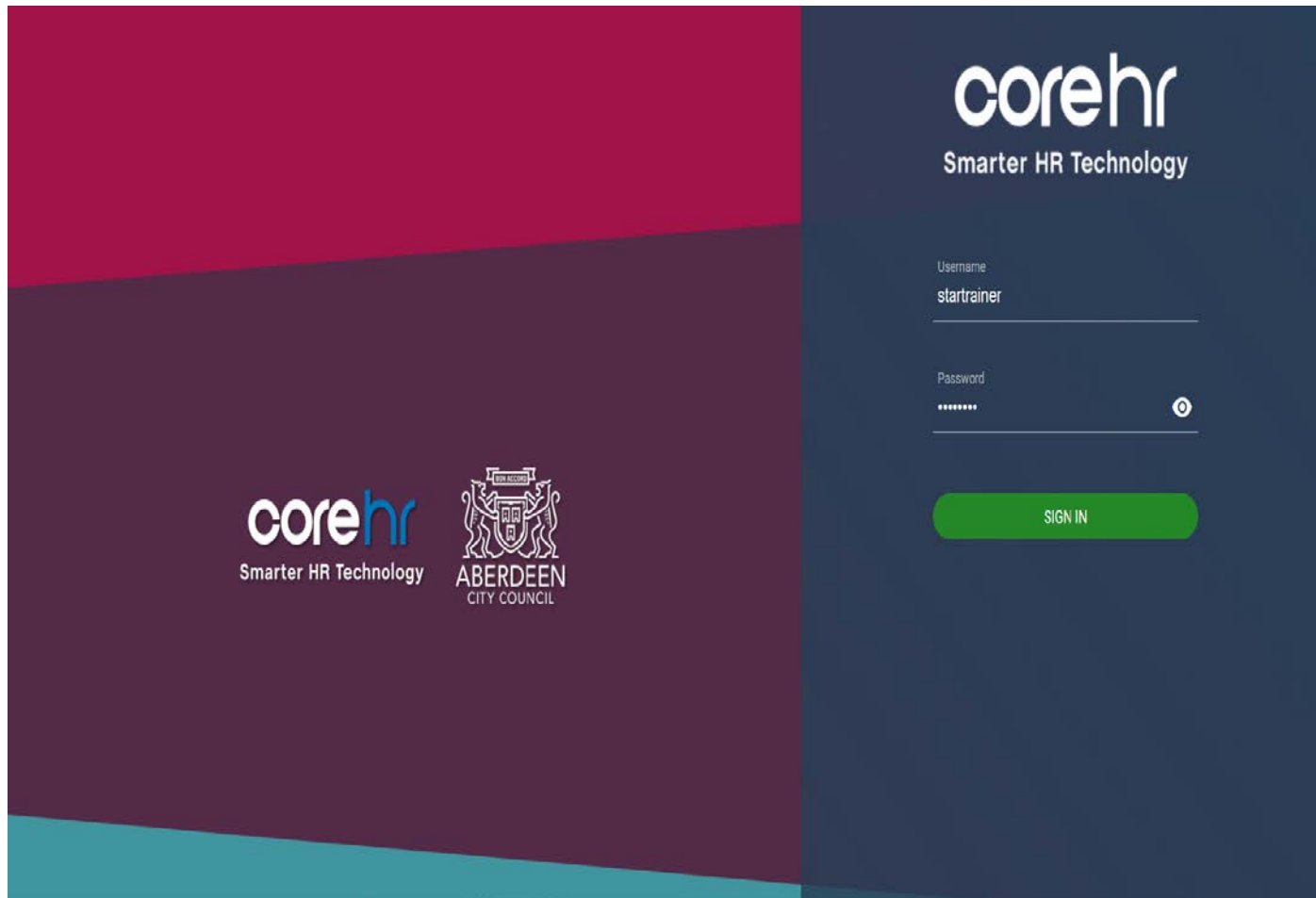


CoreHR Guide Logging In

This is a guide on how to log into CoreHR for the first time and a quick tour of your portal.

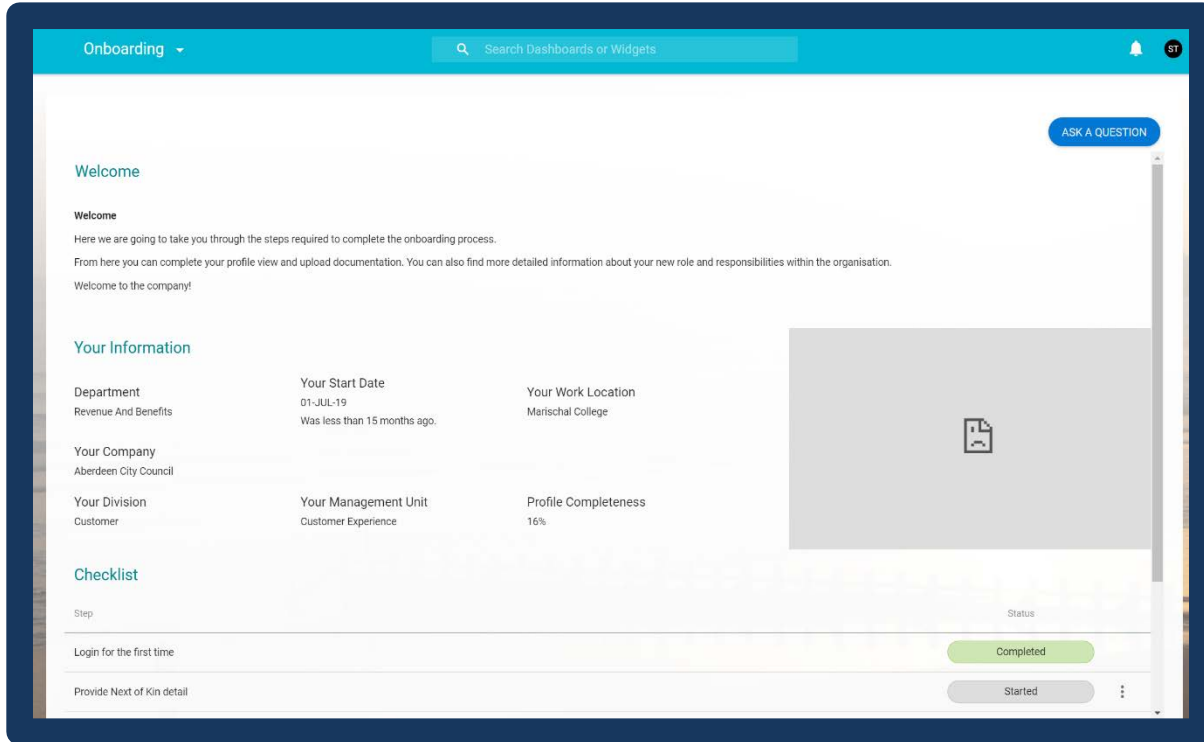
Welcome!

Login Screen



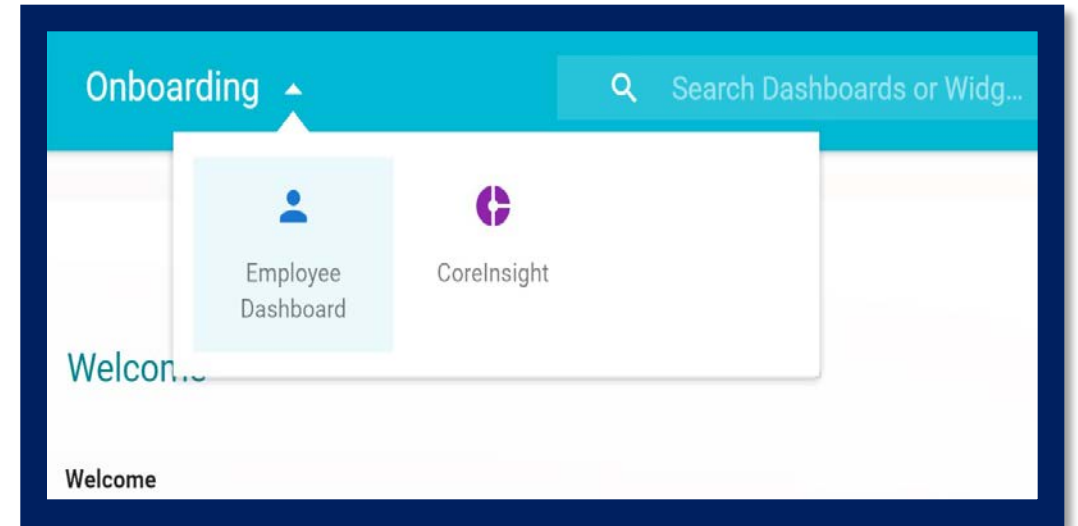
The link to CoreHR Portal will be made available to you through the CoreHR People Anytime Page. The link will take you to the main log in page.

Onboarding Screen



By clicking on the **small white arrow** at the top left-hand corner of the page, you will be able to access the **Employee Dashboard**.

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).



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
- **Pay** – payslips, P60s & Bank Details
- **Leave (Where applicable)** - request annual leave, special leave and flexi
- **Time** – attendance information

The screenshot displays the Employee Dashboard for a user named Star Trainer (ID: 000250). The interface features a teal header with a search bar and a notification bell. A left sidebar contains navigation options: Profile, Pay, Leave, Time, Expenses, CR And D, and Training. The main content area is divided into several sections:

- Important Dates:** Shows 'Pay Day' as 'Not Available' and 'Time Off' as 'None Booked'.
- Length of Service:** Displays 'Length Of Service' as '1 Year 2 Months', 'Continuous Length Of Service' as '-- Years', and 'Continuous Service Start Date' as 'None'.
- My Appointments:** A table listing appointments with columns for Position, Department, FTE, and Start Date.

Position	Department	FTE	Start Date
Accord Card Man... 544-7	Revenue And Bene...	.945946	01-Jul-2019

Logging Out

The screenshot displays the CoreHR Employee Dashboard interface. At the top, there is a navigation bar with the text "Employee Dashboard" and a search bar labeled "Search Dashboards or Widgets". On the left side, there is a sidebar menu with options: "Profile", "Pay", "Leave", and "Time". The main content area is divided into three columns. The first column, titled "Important Dates", shows "Pay Day" as "Not Available" and "Time Off" as "None Booked". The second column, titled "Length of Service", shows "Length Of Service" as "1 Year 2 Months", "Continuous Length Of Service" as "-- Years", and "Continuous Service Start Date" as "None". The third column, titled "User Profile", shows the user's name "Star Trainer", title "Accord Card Manager", and ID "000250". Below this, there are menu items: "My Profile", "Upload My Photo", "Change Password", and "Account Settings". At the bottom right of this menu, there is a "LOG OUT" button.

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