corehr

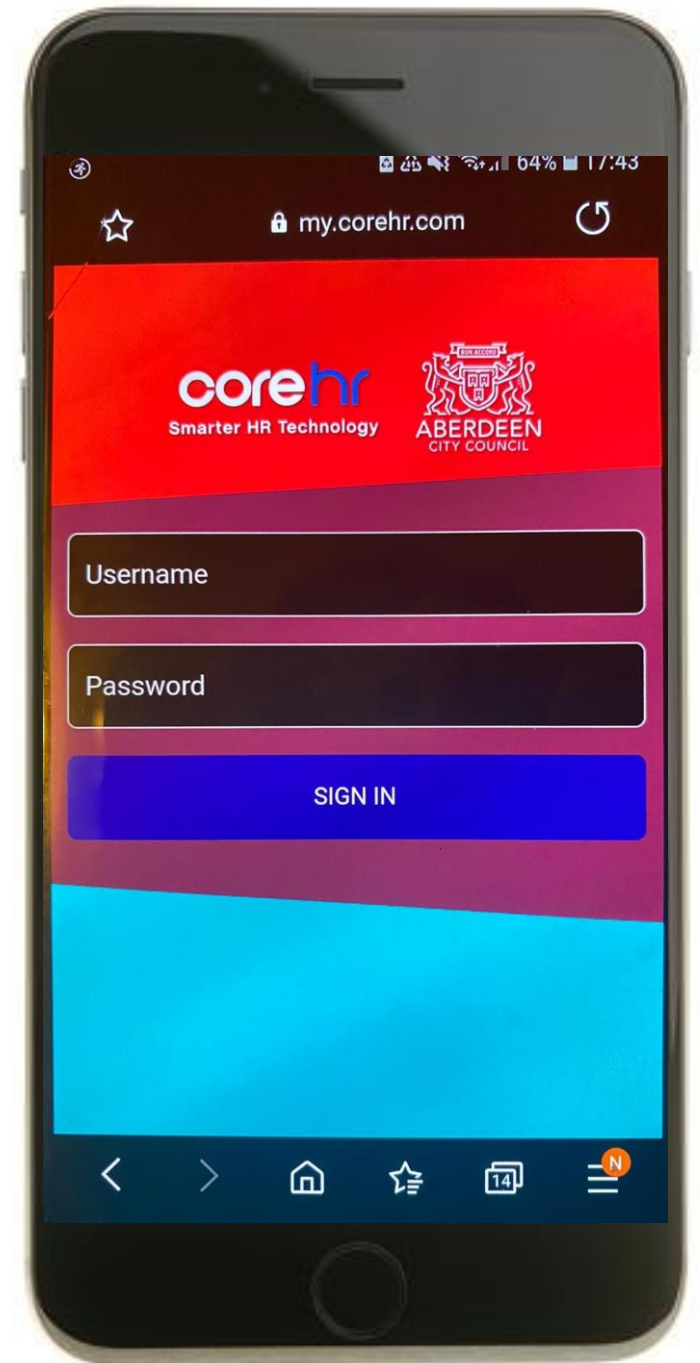## Smarter HR Technology
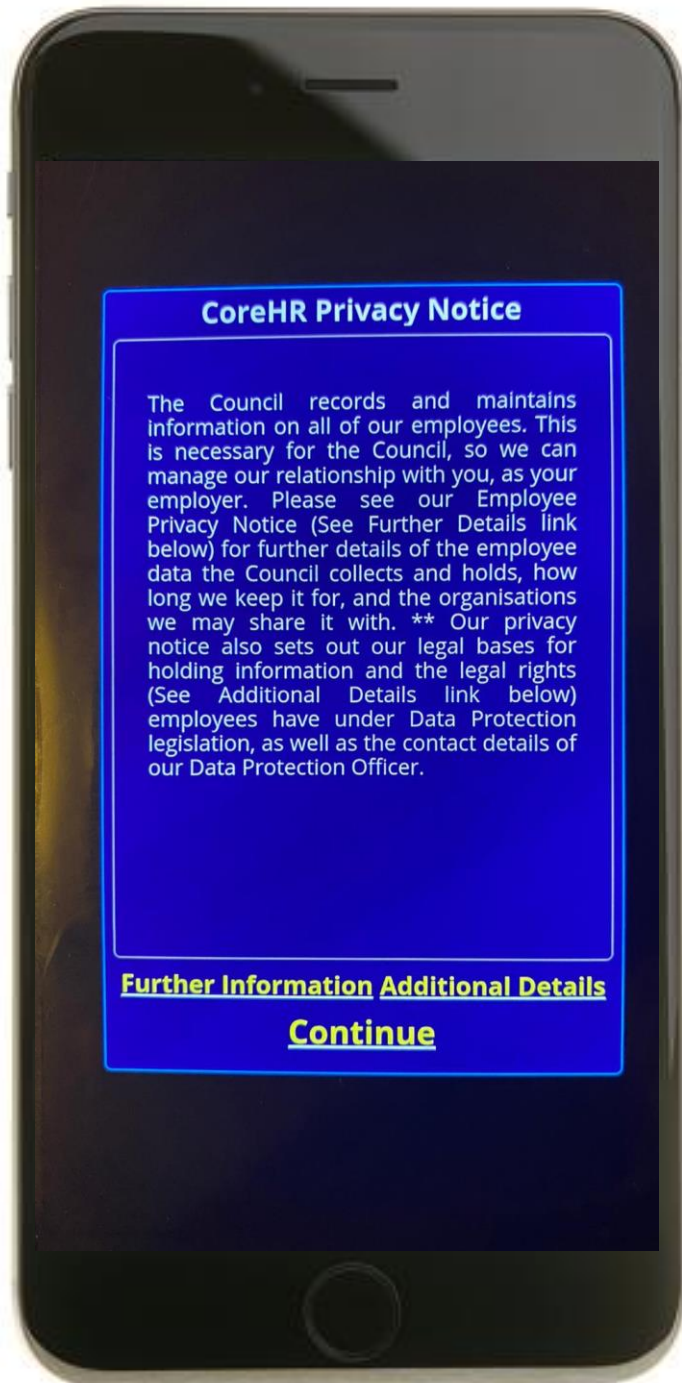
This is a guide on how to log into CoreHR on your mobile, smartphone or tablet to view and update your personal information

BON ACCORD

ABERDEEN
CITY COUNCIL

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.

You will receive your username from the Cluster that you work in and will receive your password in a letter in the post.

Please note – you will need to enter the password exactly as it appears on the letter, including the spaces.
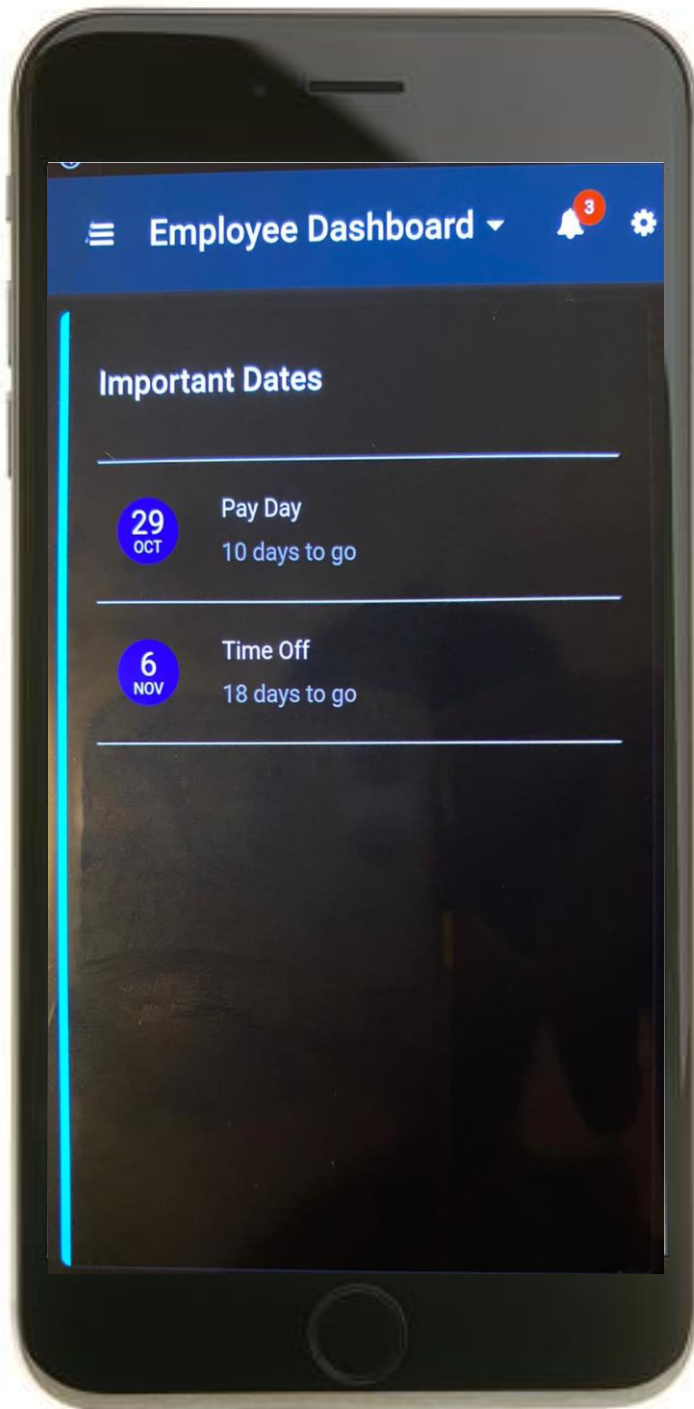
When you first login, you will see this GDPR Message. Please select Continue to proceed.
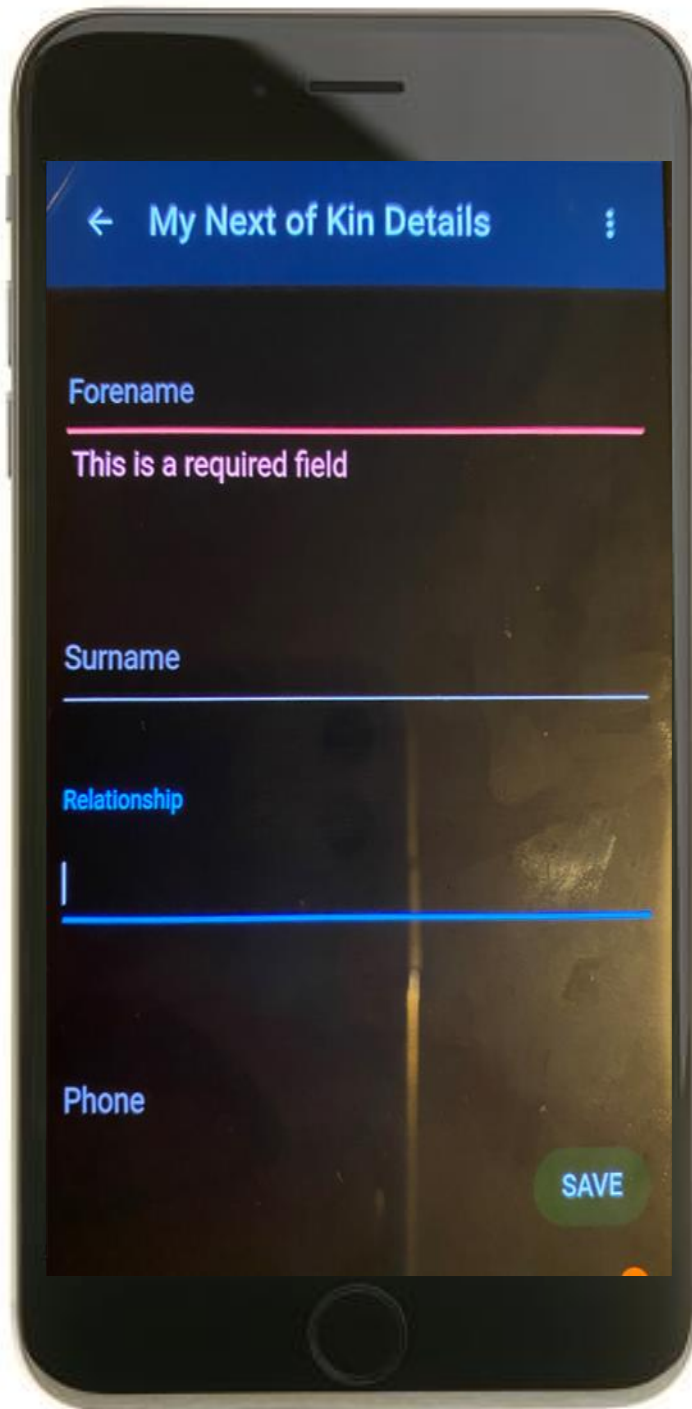
Once you have logged in, you will be taken to the **Employee Dashboard.**

From here, you will be able to see Important Dates, such as next Pay Date and next Time Off.

To view your personal information, please press on the **Small Cog** in the top right-hand corner of the screen and press on **My Profile**.
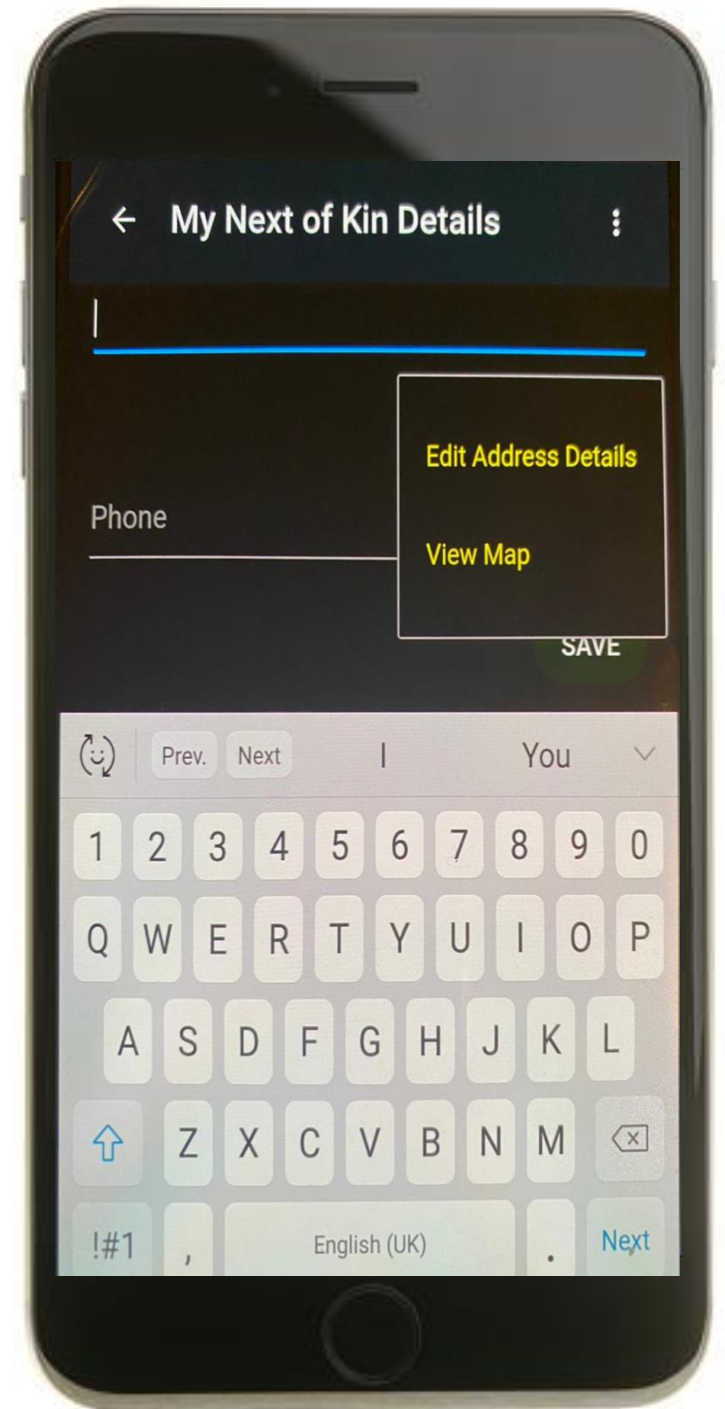
Next of Kin

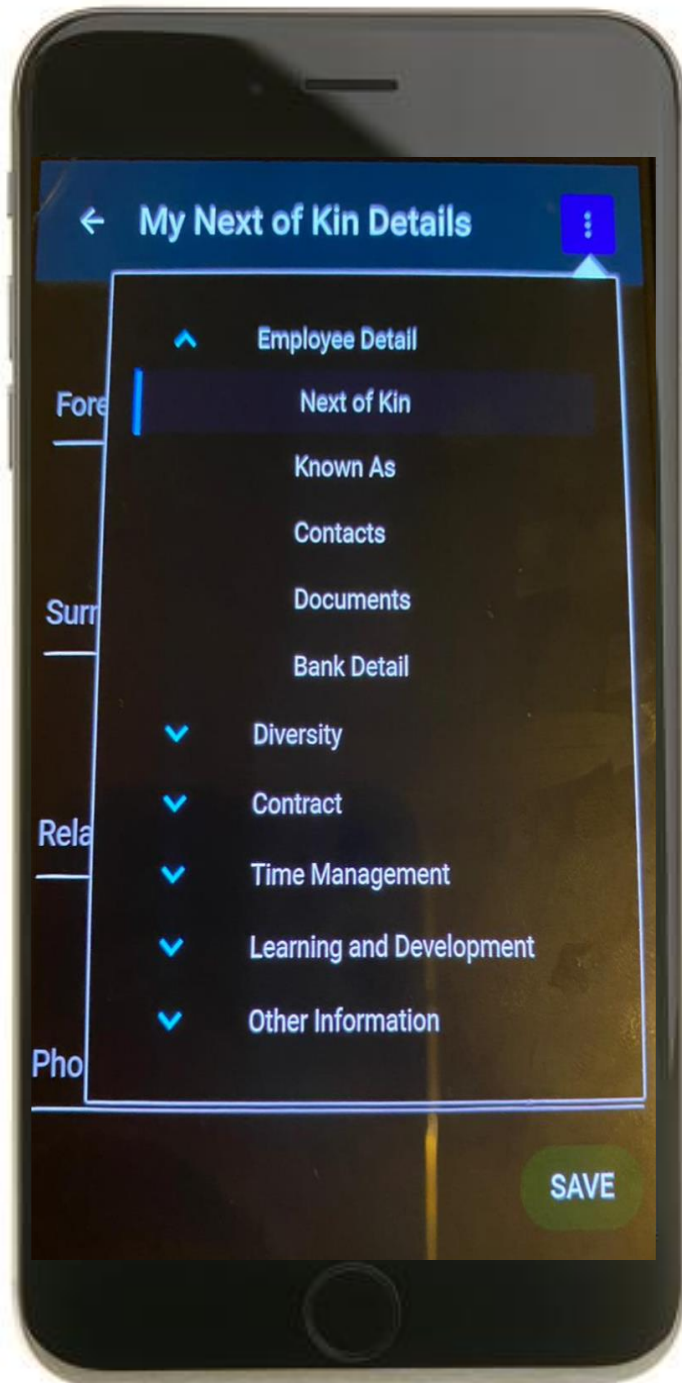You will be taken to the Next of Kin Details Page.

This will be pre-populated with the Next of Kin information that the organisation have saved for you.

You can press on each of the sections and update using your onscreen keyboard.

When you scroll down, you can also update your Next of Kin's Address information, as with the image on the right-hand side here.
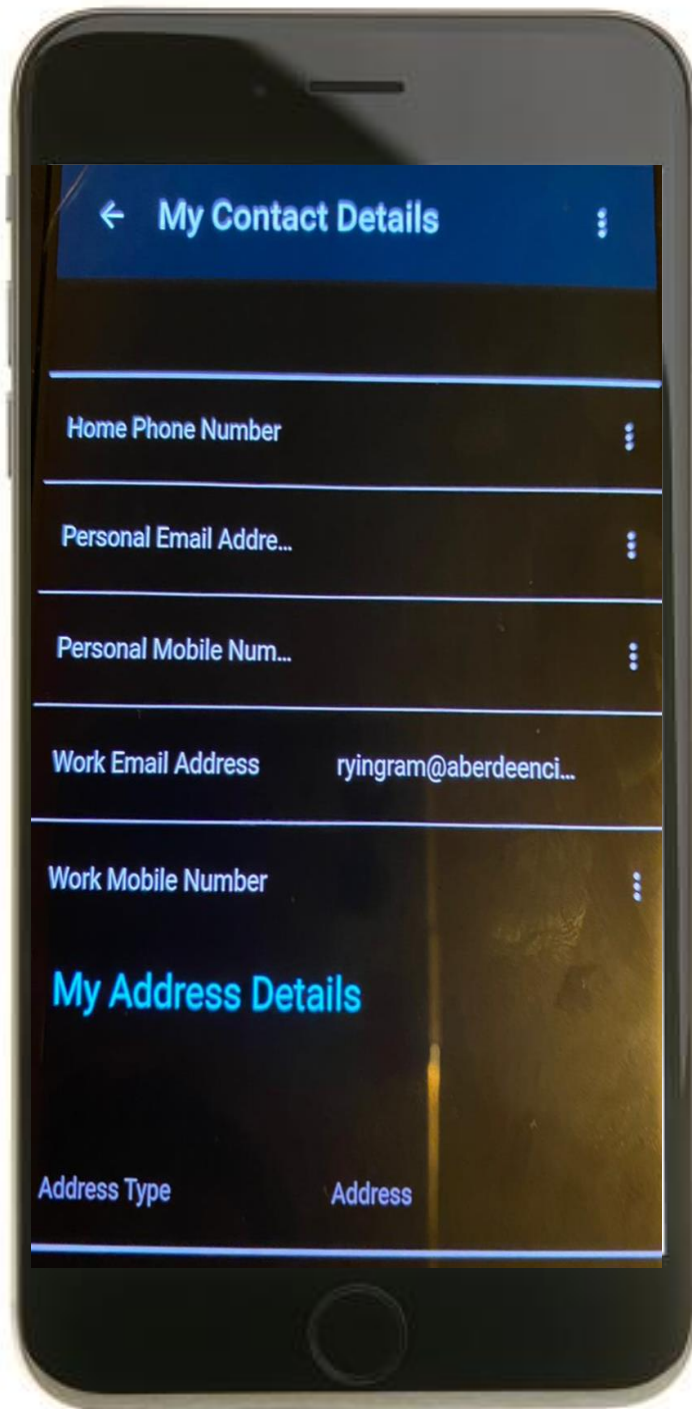
Please select **Save** once you have updated any information.

To navigate to the other sections of your personal information, please press on the **Three Dots** and the top right-hand corner of the screen.

Let's explore the **Contacts Section.**
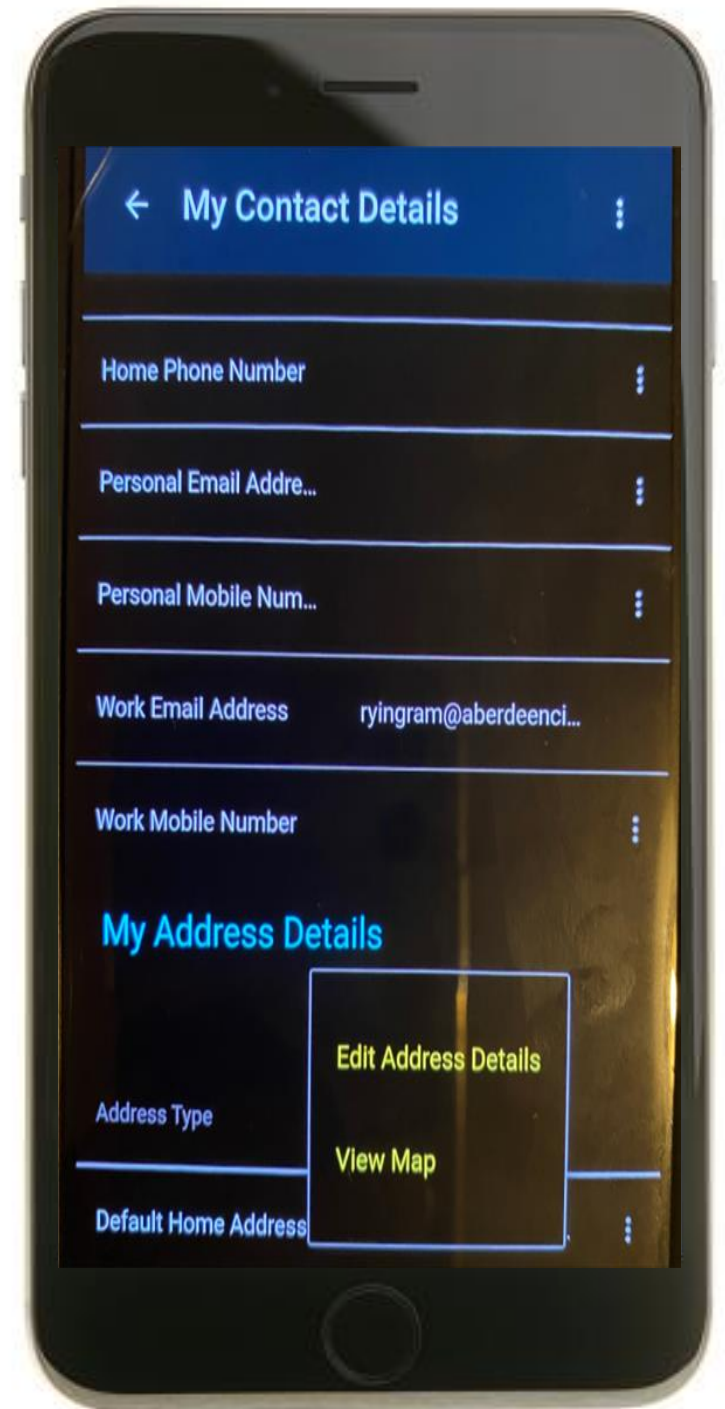
Contact Details

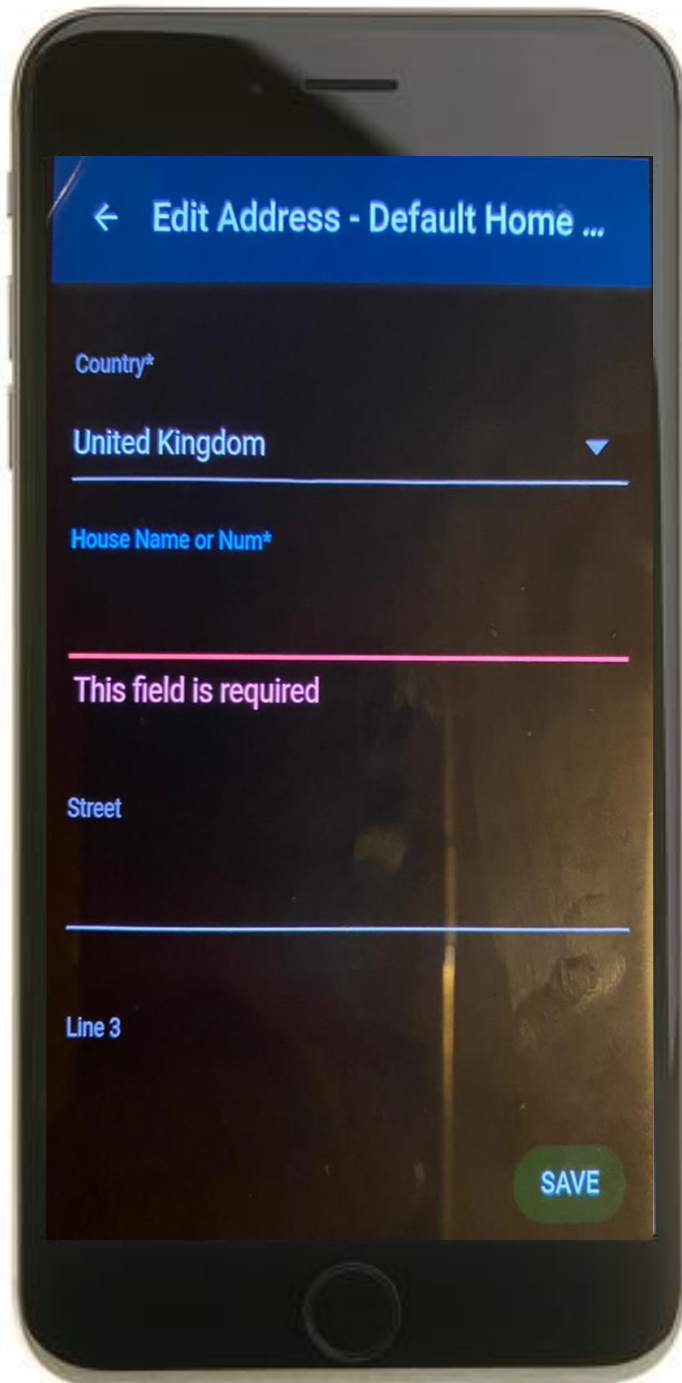You will be taken to the My Contact Details Page.

This will be pre-populated with the Contact Details information that the organisation have saved for you.

You can press on the **Three Dots** beside each section to update this information

When you scroll down, you can also update your Home Address information, as with the image on the right-hand side here.

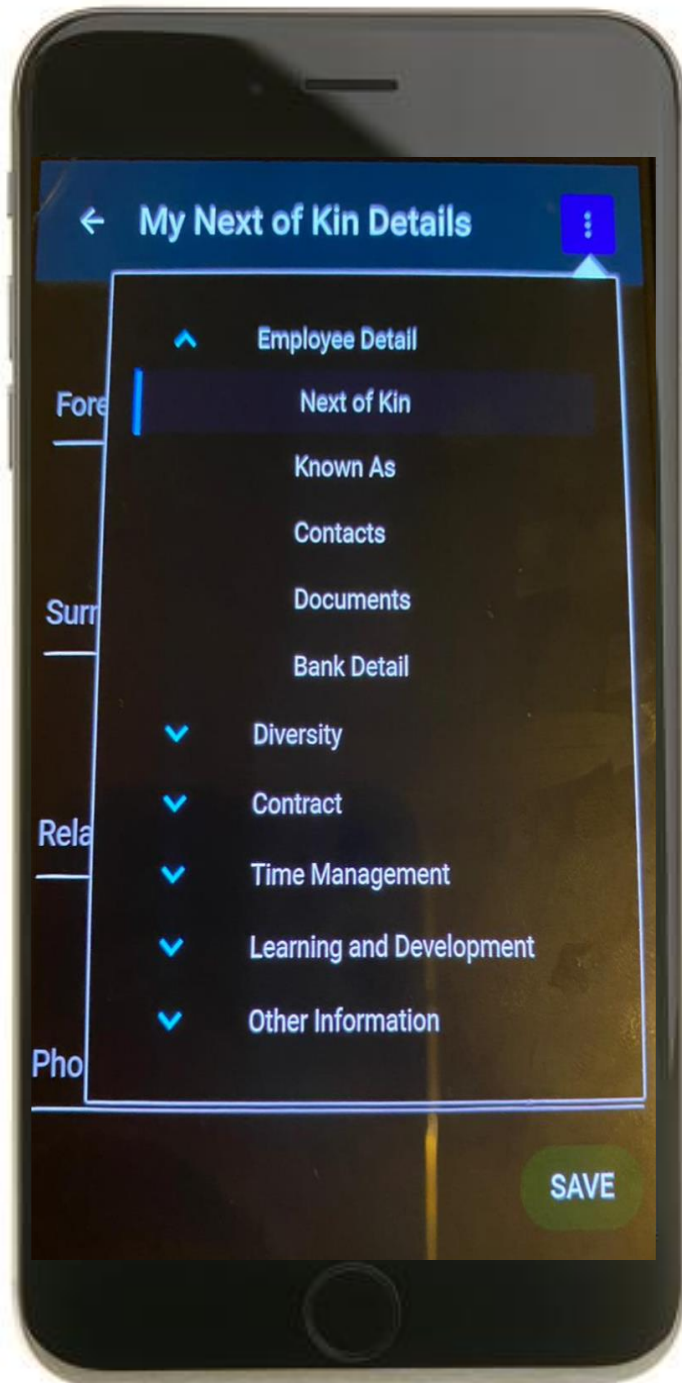To update you Home Address, please select **Edit Address Details.**
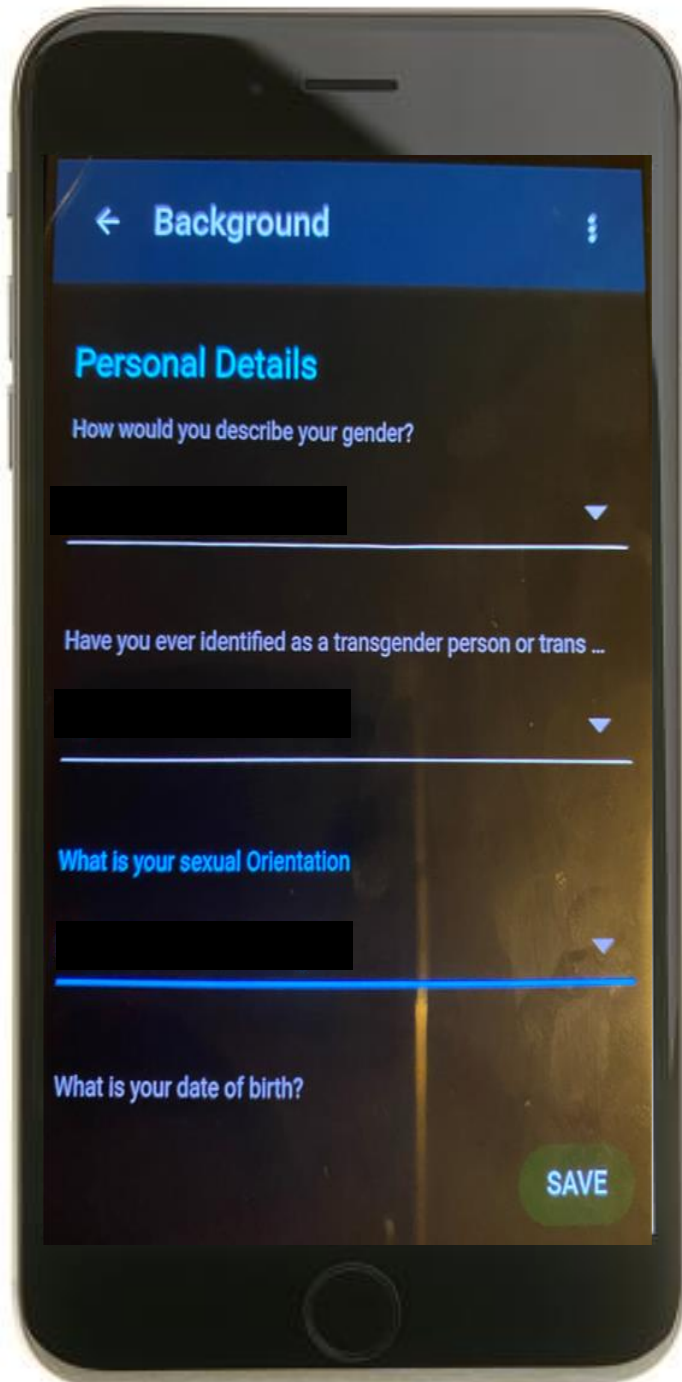
My Address

You can press on each section and update using your onscreen keyboard.

Please press the **Save** Button in the bottom right-hand corner for CoreHR to save your updated information.

Please press on the **Three Dots** and the top right-hand corner of the screen to explore other areas of your personal information.

Let's explore the **Diversity Section.**

Diversity Information

You can press on each section and update using the drop-down arrows.

Please press the **Save** Button in the bottom right-hand corner for CoreHR to save your updated information.