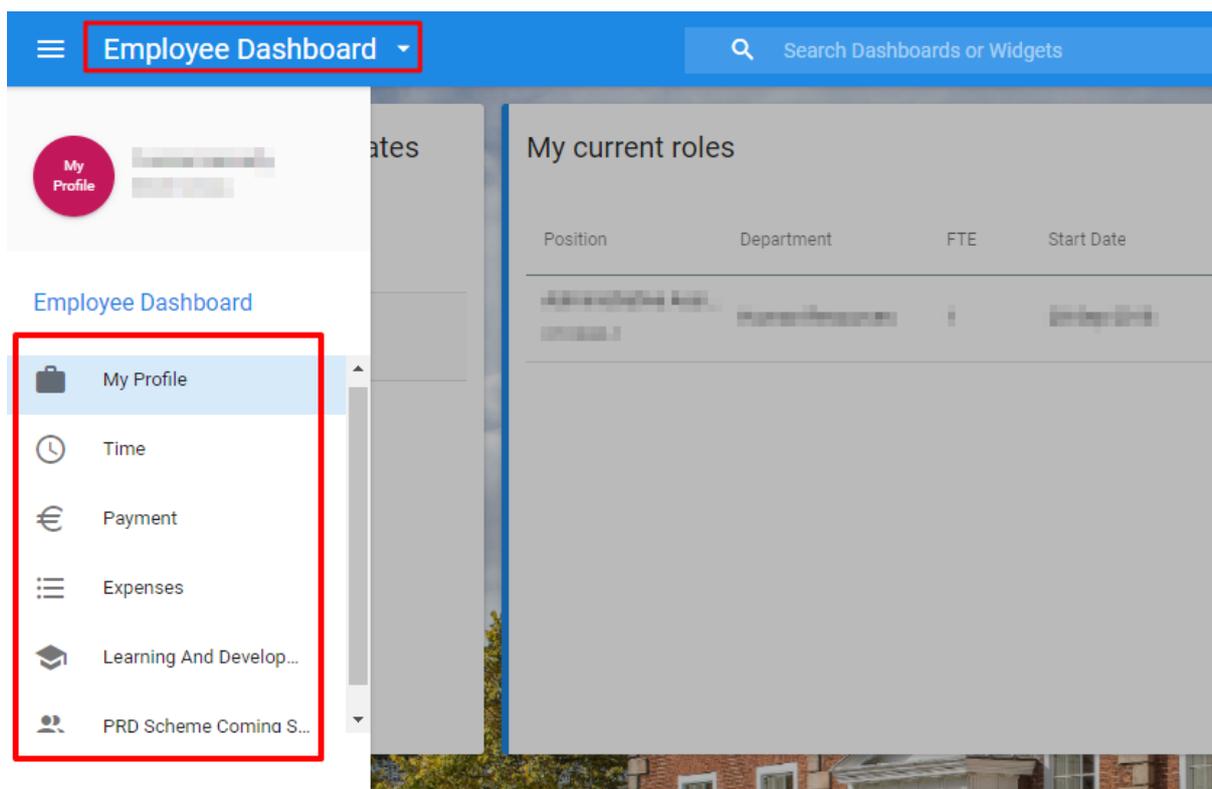


## COREPORTAL OVERVIEW

CorePortal allows DCU employees to view and update personal and financial information online. It is used to manage staff pay information, leave requests, flexidays, training requests and coming soon Performance Review and Development (PRD) Scheme.

In the portal there is an Employee Dashboard. There are 6 sections to the Employee Dashboard. These are:

1. My Profile
2. Time
3. Payment
4. Expenses
5. Learning and Development
6. Performance Review and Development (PRD) Scheme (Coming Soon)



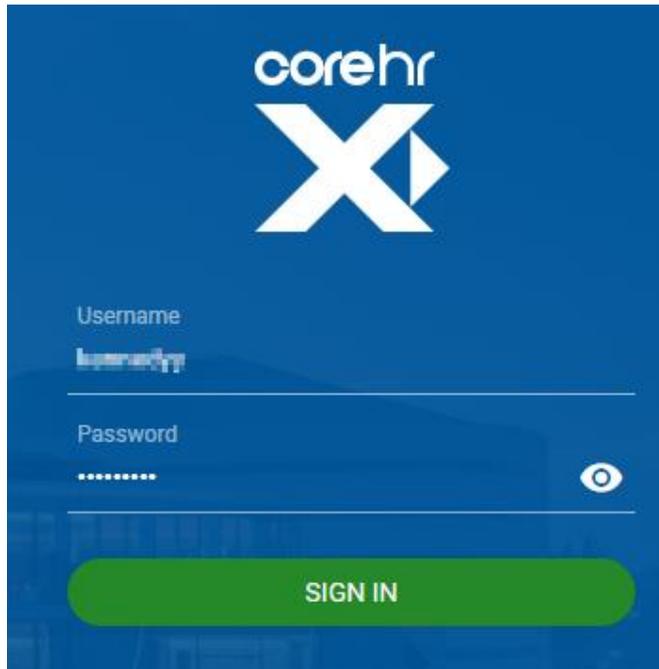
The screenshot shows the CorePortal interface. At the top, there is a blue header with a hamburger menu icon, a dropdown menu labeled 'Employee Dashboard', and a search bar with the text 'Search Dashboards or Widgets'. Below the header, there is a sidebar with a 'My Profile' button and a list of dashboard sections: 'Employee Dashboard', 'My Profile', 'Time', 'Payment', 'Expenses', 'Learning And Develop...', and 'PRD Scheme Comina S...'. The 'Employee Dashboard' section is highlighted with a red box. The main content area shows a table titled 'My current roles' with columns for Position, Department, FTE, and Start Date. The table contains one row of data.

Position	Department	FTE	Start Date
Administrative Ass...	Manufacturing	1	15/09/2014

## ACCESSING CORE PORTAL

The CorePortal can be accessed at: [https://my.corehr.com/pls/coreportal\\_dcup](https://my.corehr.com/pls/coreportal_dcup)

Employee can log into the CorePortal using their DCU credentials.



The image shows a login interface for CoreHR. At the top, the 'corehr' logo is displayed in white on a blue background. Below the logo, there are two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'lucy@dcu.ie'. The 'Password' field is masked with dots and has an eye icon to its right. At the bottom of the form is a green button labeled 'SIGN IN'.