

New Staff Cards

Please see information below regarding the new set up for the issuing of new staff cards during Covid-19 restrictions.

1. To enable the printing of staff cards, please upload your photo to Coreportal following the procedure below.
2. Due to Covid 19 restrictions it will not be possible for Reception to take your photo for your staff card. To obtain your staff card you must first upload a photo of yourself to your staff portal page. Please note the photo should be in the JPEG format and less than 32KB in size. **The photo should be a head and shoulders shot and show your face clearly.**
3. Login to the portal page at https://my.corehr.com/pls/coreportal_dcup using the credentials that were provided to you by ISS on receiving your contract - username and password..
4. To upload your photo, go to Employee Dashboard in CorePortal and click on the circle where the photo should be (right of the alert icon), upload your photo (see screenshot below)
4. Browse to the folder where you have stored your photo, select it and click ok.
5. If you are a returning employee you may change your existing photo by clicking on the small photo at the top right hand corner of the screen after you have logged in to your Core portal. From there select upload my photo.
6. Logout of the portal.
7. If any staff member requires a reprint of a card they must email us and we will print and arrange for the card to be collected or posted to new staff member.
8. If you have any queries, please contact reception@dcu.ie.