

A&R Members CORE-CT Training Guide

To register for the Core-CT Home training, log on to the Department of Administrative Services Learning Center. You must register through the Department of Administrative Services Learning Center to receive credit for taking the training. The path is <http://das.ct.gov/cr1.aspx>. Click on the Learning Center Courses & Registration link.



DAS Learning Center

The **DAS Learning Center** provides specialized training for Connecticut state employees in the areas of human resources, managerial support, computers, safety, and career development. The DAS Learning Center provides high quality, cost effective training to help Connecticut agencies develop and maintain a knowledgeable and effective workforce.

- **Learning Center Courses & Registration**
- General Information
 - Home Sign In
 - Registration
 - Cancellations
 - Parking Information
 - Accommodations
 - Confirmations
 - Inclement Weather Policy
 - Learning Center Mailing List
 - Locations & Directions
- DAS Training Partnerships
 - State In-Service Training
 - CT Training and Development Network
- Trainers' Biographies
- Registration Form

New Manager's Orientation Online Briefing

The following link is to a PowerPoint presentation for new managers, it may take a while to load so be patient. Once loaded, this presentation will run automatically.

[View the briefing](#)

You will be brought to this screen. Click on the [DAS Learning Center](#) link.

You will be brought to this page.

Department of
ADMINISTRATIVE SERVICES
The DAS Learning Center

Home About Us Reports/Publications FAQ Contact Us

Administrative Services Boards and Commissions Construction Services Information Technology (BEST)

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You will be brought to this page. Navigate to the bottom and look for State Training Options. Under State Training Options click on Core-CT Training.

» DAS Learning Center CLASS SCHEDULE



Click on a Class title to read the class syllabus and/or register.

Career Development

[Navigating the State Exam System](#)

DAS EMPLOYEES ONLY

[Sexual Harassment Prevention for Supervisors & Managers DAS ONLY](#)

Human Resource Management Certificate Program

[Human Resource Management Certificate Program](#)

Labor Law & State Mandated Courses

- [Disability Law 101](#)
- [Diversity Training](#)
- [Ethics Training](#)
- [Sexual Harassment Prevention](#)
- [Workplace Violence Prevention Training](#)

Managers' Knowledge Base

- [Sexual Harassment Prevention for Managers & Supervisors](#)
- [Threat Assessment Team Training](#)

[Workplace Violence Prevention Training](#)

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Professional Development

[Effective Performance Appraisals](#)

Special Topics

- [Domestic Violence: What Every Professional Should Know](#)
- [LEAN 101 for CT State Agencies](#)
- [Positively Stressed](#)
- [Records Emergency Planning & Response](#)

State Training Options

- [Core-CT Training](#)
- [State In-Service Training](#)



You will be brought to this page.



The DAS Learning Center is pleased to share this training resource for all CT State Agencies.

Please note that we are offering this as an informational resource only. The DAS Learning Center serves as a non-exclusive portal to the Core-CT Home Study UPK Courses. Individual employees must keep their own certificates as proof of training. The Learning Center does not maintain training records for training offered through Core-CT.

The Core CT system has a wide variety of 'e-learning' courses - that is, courses that you take online, self-paced, on a PC, either at your desk or in a training environment. These are not Learning Center courses but the DAS Learning Center is assisting in publicizing the availability of this resource.

You must be a Connecticut State Employee with access to the Core CT system including your User Id and Password, to utilize these courses. Please see your supervisor if you do not have access.

What courses are available?

EPM UPK: Introduction to Query, Query Manager

Financials UPK: Accounts Payable, Accounts Receivable, Billing, Commitment Control, Customer Contracts, E-Procurement, General Ledger, Inventory, Project Costing, Purchasing, Asset Management

2 options for **HRMS UPK:**

HRMS 9.1 Upgrade Training: Agency HR 9.1 Changes, Payroll 9.1 Changes, Time & Labor 9.1 Changes, ESS eProfile 9.1, ESS ePay 9.1, My System Profile 9.1, ESS eProfile Approvals

HRMS 8.9 Training: Human Resources, Time and Labor, Enterprise Learning

Are you ready to take training?

To find the online courses, login into Core-CT with your user ID and password at this link:

[Core-CT login](#)

- Click the **Core-CT Help** tab displayed on the homepage.
- Look for the "User Productivity Kit" or **UPK** content area on the *far right* of the page.
- Click the link for the course you are interested in.

Having trouble? If you need more information on using the online system or navigating, please see the User Productivity Kit Support Page at this link:
[Core-CT User Productivity Kit Support](#)

Other training, including classroom training, may be available from CoreCT. Please follow this link for more information:
[Core-CT Training](#)

Please disregard the registration information below; Follow the links above directly for this training opportunity.

CLASSES SCHEDULED

| Date | Cost | Cap. | Open | Location | Trainer |
|-----------------------------|-------|------|------|-------------------------------|-------------|
| Nov 24, 2014 - Nov 24, 2015 | FREE! | 1 | 1 | Please see announcement above | DAS CLOSED! |

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The Department of Administrative Services 165 Capitol Ave. Hartford, CT 06106 Tel: 860-713-5100

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All State [disclaimers and permissions](#) apply.



The software to view and print Adobe Acrobat documents (PDF Files) is available free from the Adobe website.
To get a free copy of the software, click the "Get Adobe Reader" image.

[Share Website Feedback](#)

Hit Counter 8,539

Log into Core-CT:

User ID:

Password:

[Forgot your user ID?](#) | [Contact your system administrator if you need assistance.](#)

Hours of System Availability

| | |
|-----------------------|-----------------|
| Holiday - Sunday | 4:00am - 8:00pm |
| HRMS Confirm Thursday | 4:00am - 2:00pm |

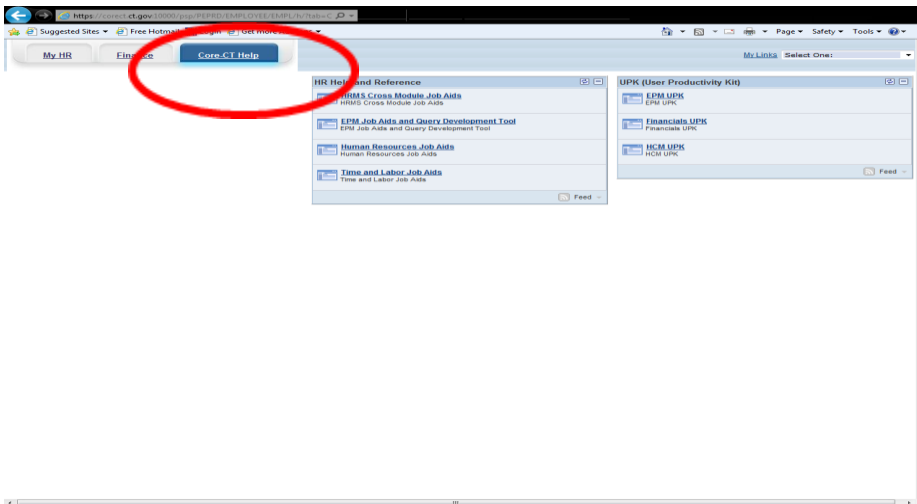
For Help Desk information, and much more, see the [Core-CT Home Page](#)

You are accessing a computer owned by the State of Connecticut. This system contains Government information that is restricted to authorized users ONLY. Unauthorized access or release of the data contained herein is prohibited and may subject the individual to criminal and civil penalties.

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Enter your userid
Enter your password
Click Sign In

Once you are logged into Core-CT, select the Core-CT Help tab.



Then select HR UPKs, FIN UPKs or EPM UPKs.



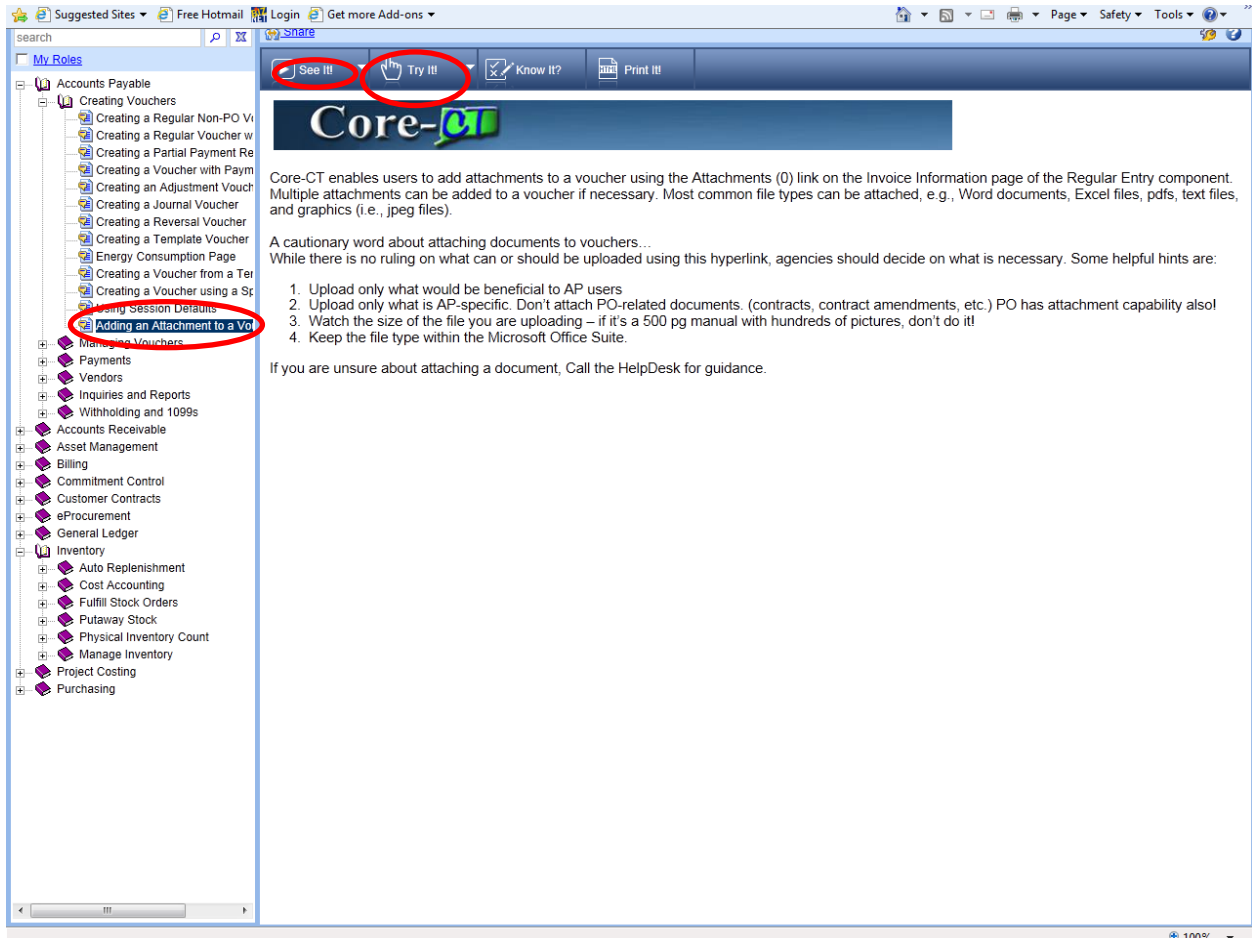
Click on a UPK by selecting the + button for the UPK you wish to train on. In this example, Financials UPK is selected. You may choose any of the financials for training, Accounts Payable, Accounts Receivable, Asset Management, Billing, EProcurement, General Ledger, Inventory...Highlighted are some examples.

search

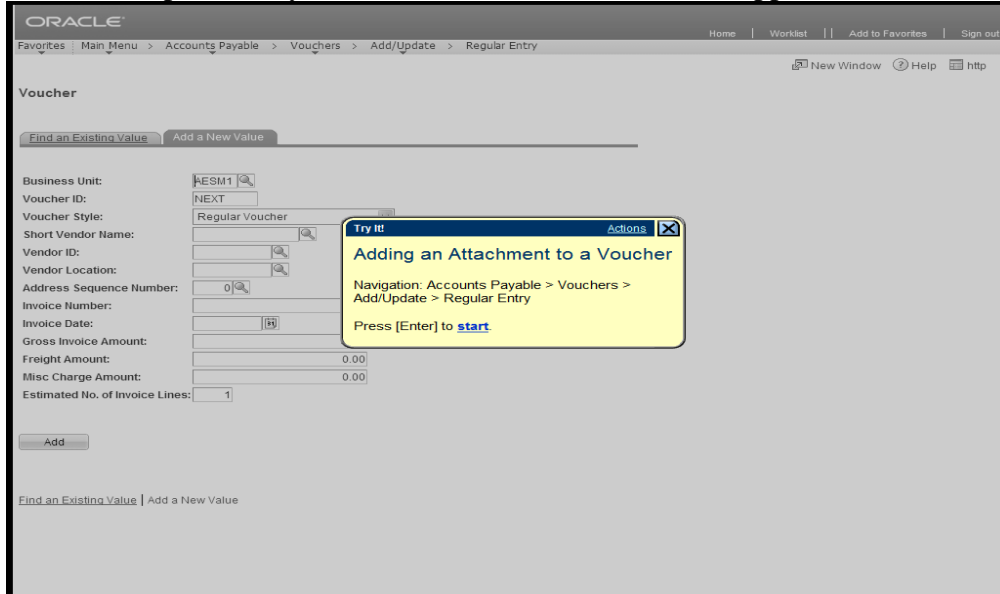
My Roles

- Accounts Payable
 - Creating Vouchers
 - Creating a Regular Non-PO V
 - Creating a Regular Voucher w
 - Creating a Partial Payment Re
 - Creating a Voucher with Paym
 - Creating an Adjustment Vouch
 - Creating a Journal Voucher
 - Creating a Reversal Voucher
 - Creating a Template Voucher
 - Energy Consumption Page
 - Creating a Voucher from a Ter
 - Creating a Voucher using a Sp
 - Using Session Defaults
 - Adding an Attachment to a Voi
 - Managing Vouchers
 - Payments
 - Vendors
 - Inquiries and Reports
 - Withholding and 1099s
- Accounts Receivable
- Asset Management
- Billing
- Commitment Control
- Customer Contracts
- eProcurement
- General Ledger
- Inventory
- Project Costing
- Purchasing

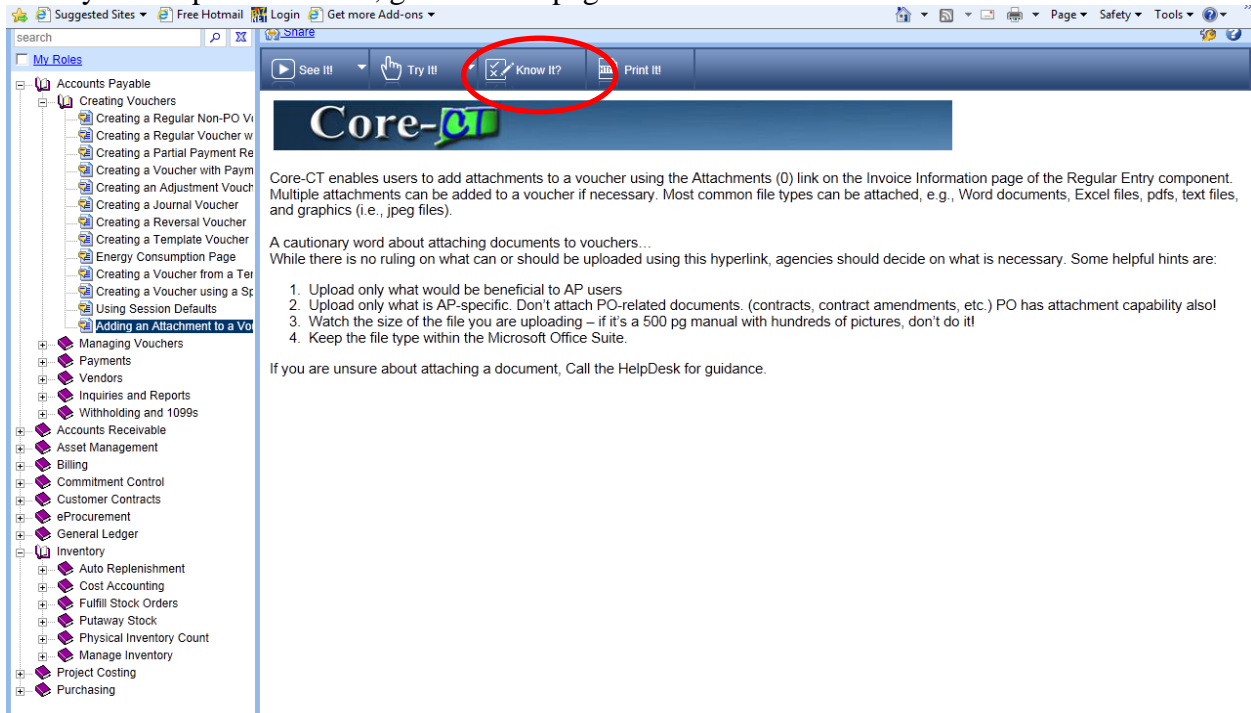
Select the UPK on the left. In this example Adding an Attachment to a Voucher is the UPK.



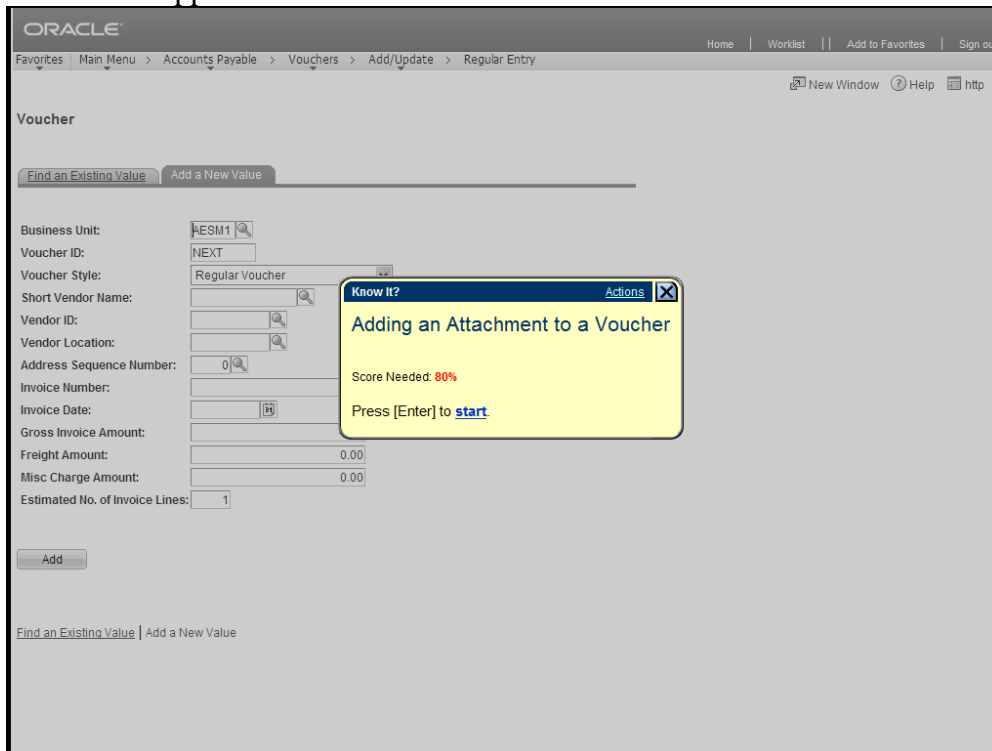
In this example the Try It button is selected. This screen appears. Click on Start.



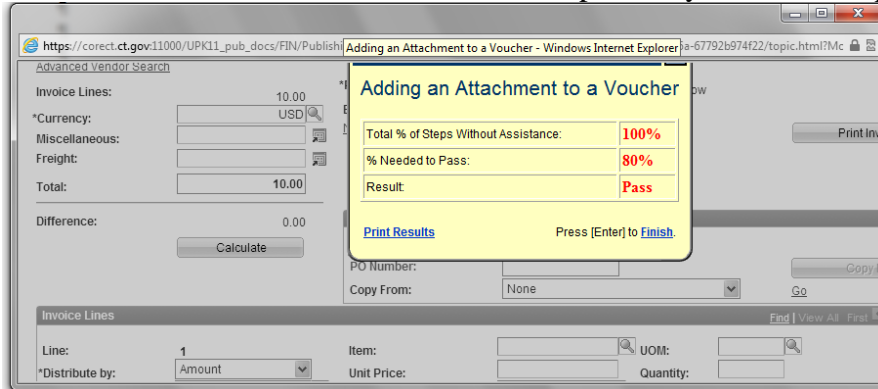
Once you complete the UPK, go back this page and click on the Know It button



This screen appears. Click on Start



Complete the Know It feature and print your results. Make sure you keep a copy of your printed results. DAS and Core-CT will be unable to provide you another copy. Enter finish.



Congratulations ! You have just completed the Core-CT Home Training..

If you have any questions, please contact the Core-CT Help at:

Help Desk telephone: 860-622-2300. Please direct all Requests for Service or inquiries to the FootPrints Help Desk Application for Core-CT using the following link:

<http://footprints.ct.gov/footprints>