

# CorePortal User Guide

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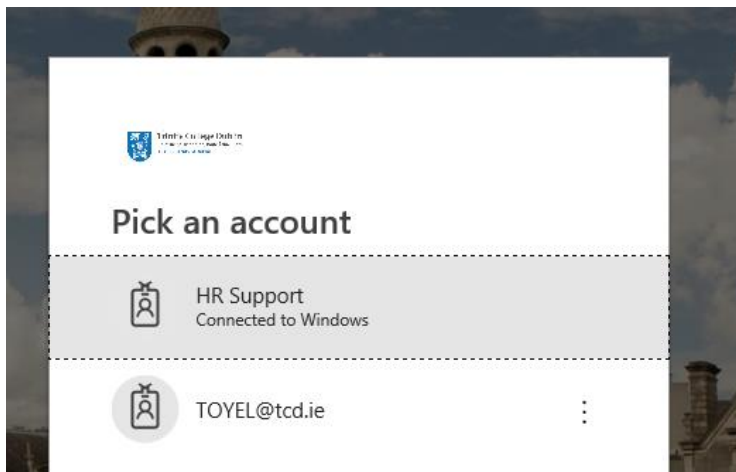
## Log in to CorePortal

To go to CorePortal initially, go to the following url: [https://my.corehr.com/pls/coreportal\\_trp/](https://my.corehr.com/pls/coreportal_trp/)

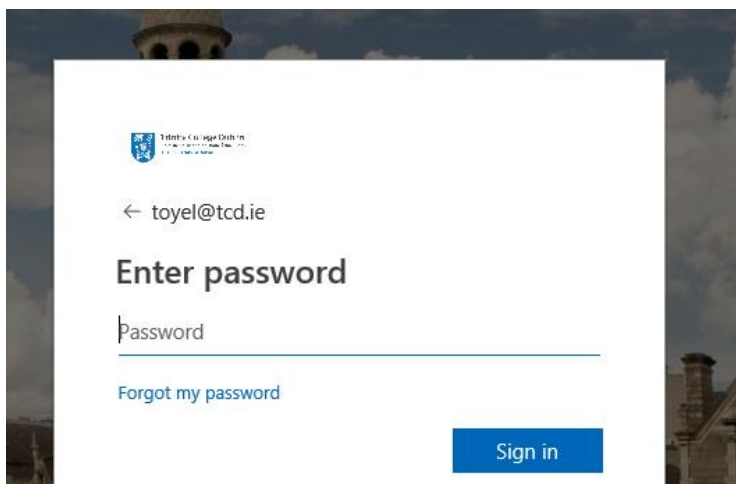
You can also access CorePortal from the HR website homepage <http://www.tcd.ie/hr>



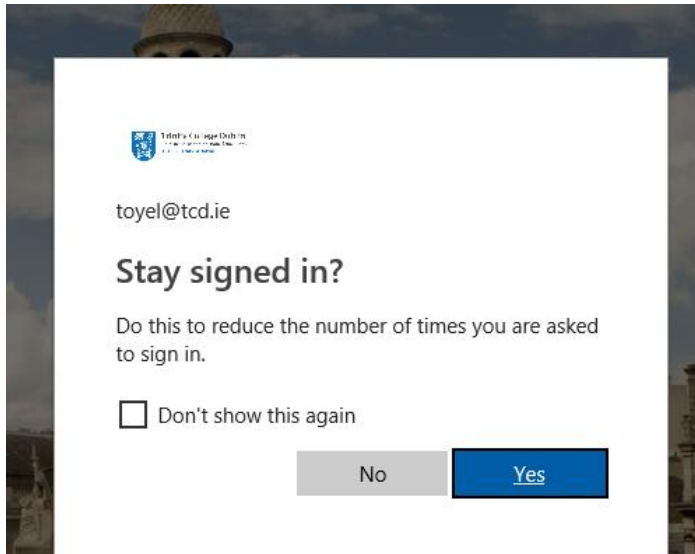
CorePortal uses the Office365 single sign on, so follow its normal sign in process. First, pick an account:



Next, enter your password and click the Sign In button

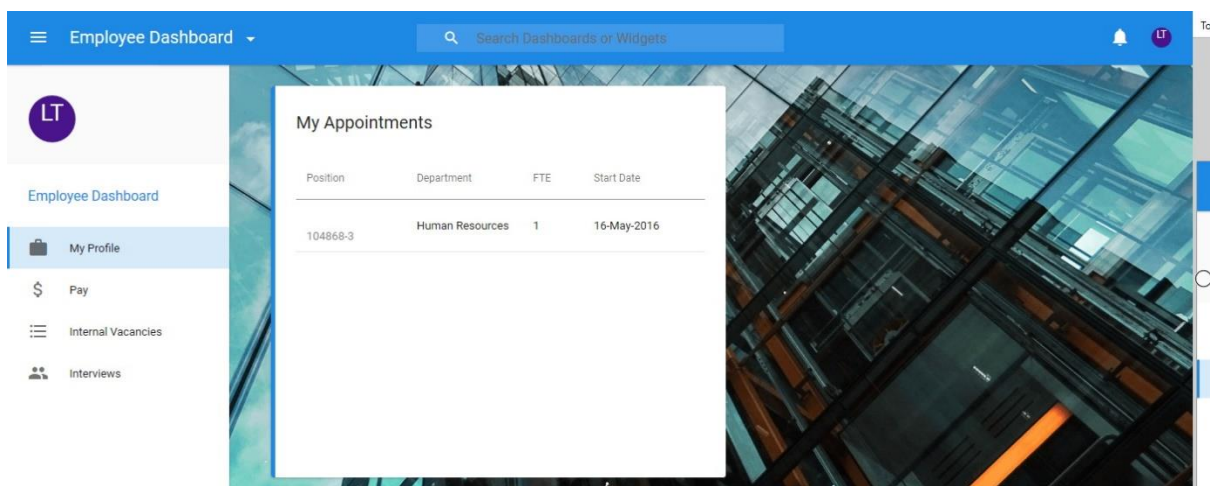


You may be asked if you wish to stay signed in. This is up to you – users who regularly use a number of accounts normally choose No.



Your CorePortal page will now open, where you will be able to do the following:

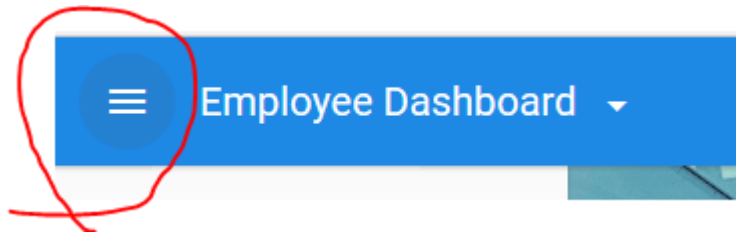
1. Update some personal information, like emergency contact numbers
2. View your payslip online
3. View and change your bank account details
4. View your historic P60s
5. View your PRD60 and ASC60 certificates
6. See Recently Opened Vacancies and link directly to the jobs.tcd.ie website



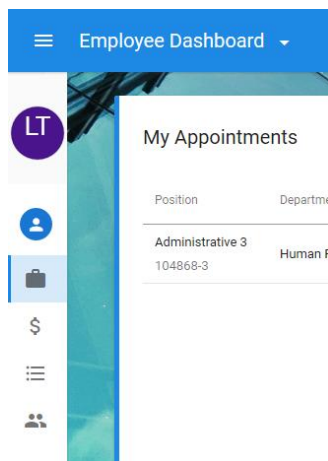
## My Profile

You can expand or contract the left hand navigation (to see either the names of the sections available here, or just the icons).

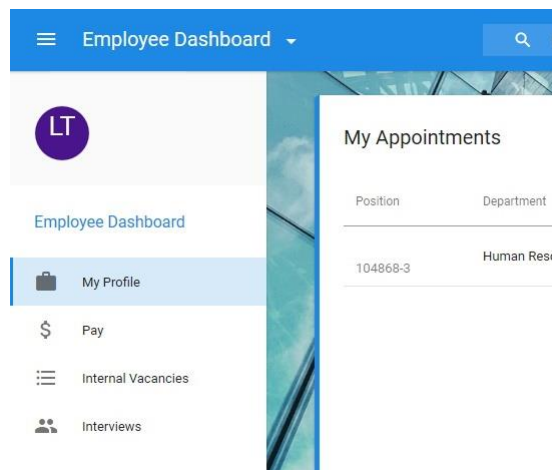
Click on the three lines to expand the navigation:



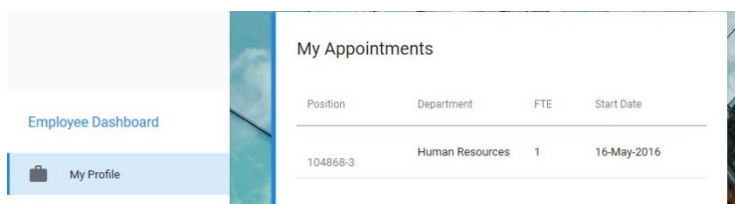
Contracted



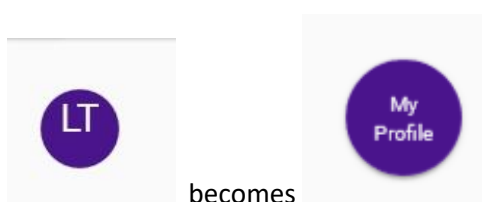
expanded



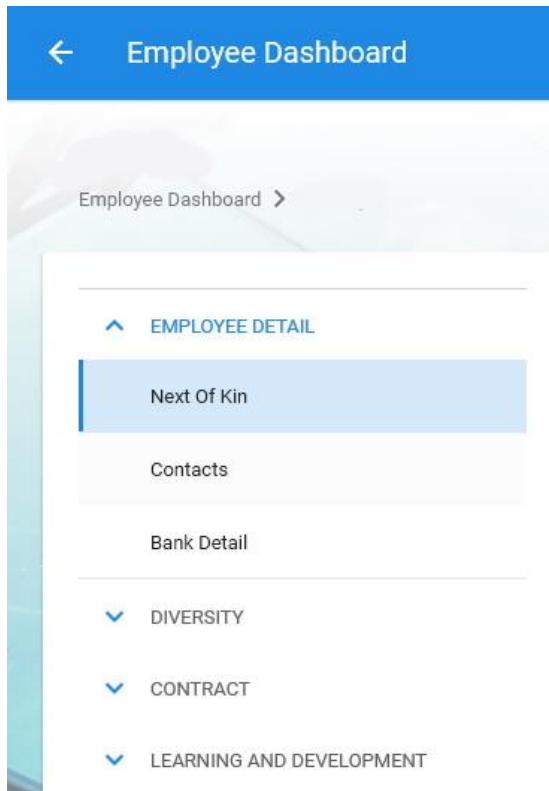
The first tab that is normally open is My Profile. In this screen, you will see your current appointment.



There is another large section of My Profile, which you can access by clicking on your initials in the navigation bar.



Click on your initials to launch the Employee Self Service screens, where you can see your own information and update some of it.



## Employee Detail

The employee detail section includes Next of Kin, Contacts, Dependants and Bank Details. You can update some of this information.

### Next of Kin

The Next of Kin information that you put here is used by HR as your Emergency Contact information.

A screenshot of the 'My Next of Kin Details' form within the Employee Self Service interface. The left sidebar shows the 'Next Of Kin' menu item selected. The main form area is titled 'My Next of Kin Details' and contains several input fields: 'Forename', 'Surname', and 'Relationship' (all on one line); 'Phone' (on a separate line); and 'Comments' (in a text area). Below these fields is a section titled 'Address'. At the bottom right of the form, there is a green 'SAVE' button and a vertical ellipsis menu icon.

Fill in the following text fields: Forename, Surname, Relationship, Phone, Comments.

Click on the ellipses ( ... ) to edit the Address

Address

Rathfarnham Dublin 14 IRELAND

...

Edit Address

View Map

Fill in the address fields and click Save when completed.

Edit Address - Default Address

Employee Dashboard > Liza Toye > Edit Address - Default Address

Country\*  
Ireland

Address Line1 Address Line2 Address Line3 Address Line4

Address Line5

Post Code Prefix Post Code Suffix

SAVE

If you wish to add the Eircode, put the first part into the "Prefix" field and the second part in the "Suffix" field

Post Code Prefix  
D14

Post Code Suffix  
HP86

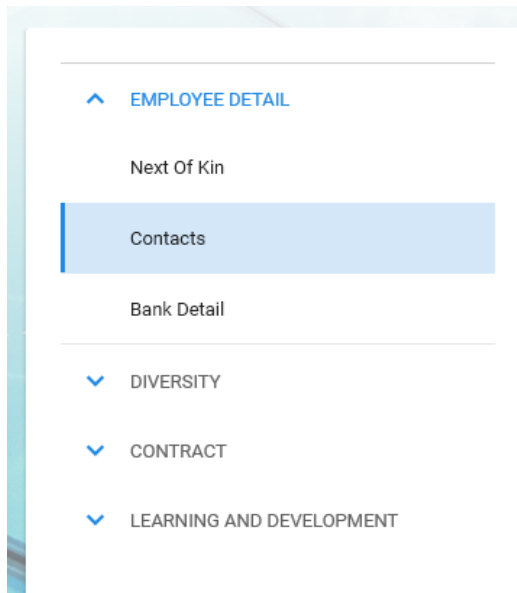
If you do not make any changes, but wish to return to the My Profile page, click on your name in the breadcrumbs along the top

Edit Address - Default Address

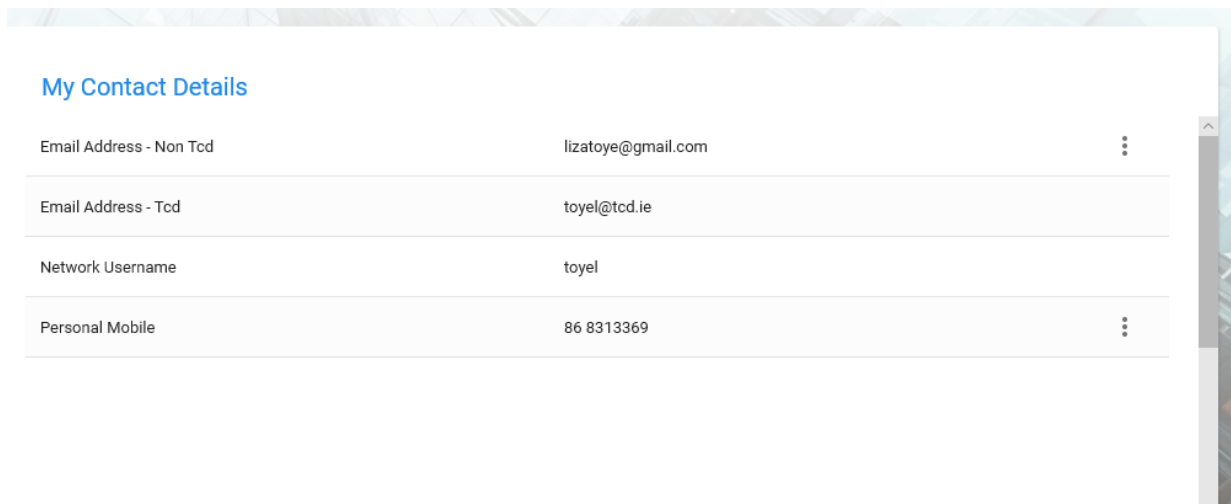
Employee Dashboard > Liza Toye > Edit Address - Default Address

This will return you to the Next of Kin page.

## Contacts

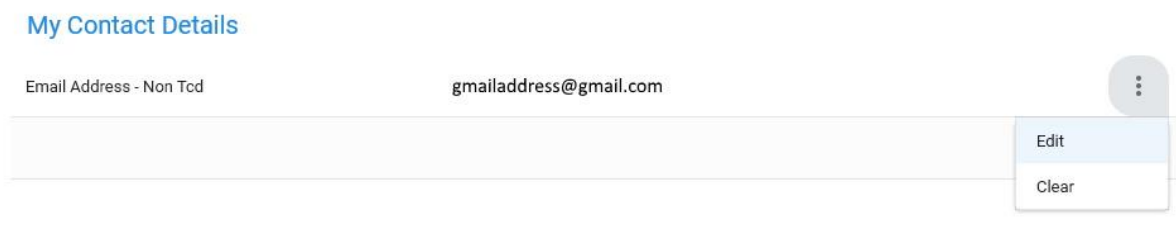


Some items on the My Contact Details page can be edited; others are locked by the system.



Email Address – Non TCD and Personal Mobile can all be edited by the user.

Click on the Ellipses ( ... ) to edit the items.





### Edit Email Address - Non Tcd

Email Address - Non Tcd

**address@gmail.com**

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CANCEL      OK

## Bank Detail

- EMPLOYEE DETAIL
- Next Of Kin
- Contacts
- Bank Detail**
- DIVERSITY
- CONTRACT
- LEARNING AND DEVELOPMENT

You can change your Bank Details in CorePortal. Please exercise care when changing bank details. It is important to read all the notes on the screen.

### My Bank Detail

Account Type	Bank Detail	BIC	IBAN	
Pay	Aib Bank Aib Bank	AIBKIE2DXXX	*****04	<a href="#">VIEW</a>

To change the account details, click on the VIEW button.



The update bank details dialogue box opens.

**Please note:** This facility allows you to update your Bank Account Details. When the process has completed successfully, you will receive a confirmation email. Please exercise extreme care when changing your bank details. Your salary will be credited to the bank account nominated in your instruction. Please be aware that the file for Bank is generated around the 12<sup>th</sup> of the month. Changes to bank details should be made prior to the 12<sup>th</sup> to be guaranteed active for the current month.

You can change the bank branch from the BIC dropdown list. Click on the dropdown and type part of the name (or the sort code) into the search box. When you find Bank you require, click on it to select it.

## Bank Account Information

BIC\*

A|

Bank Name National Bank Of Greece S....  
BIC ETHNGRAA  
Andrea Polenta 7, 730 07 Vryses

Bank Name Abn Amro Bank N.V.  
BIC ABNANL2A  
Gustav Mahlerlaan 10 1082 Pp Amster...

Bank Name Aib Bank  
BIC AIBKIE2DXXX  
Aib Bank

1 - 5 of 69 < >

BIC\*

Aib Bank

You can now type in your Bank IBAN Number, and type it again to confirm same.

IBAN\* \_\_\_\_\_ Confirm IBAN\* \_\_\_\_\_

You must tick the declaration to confirm that you are updating your details:

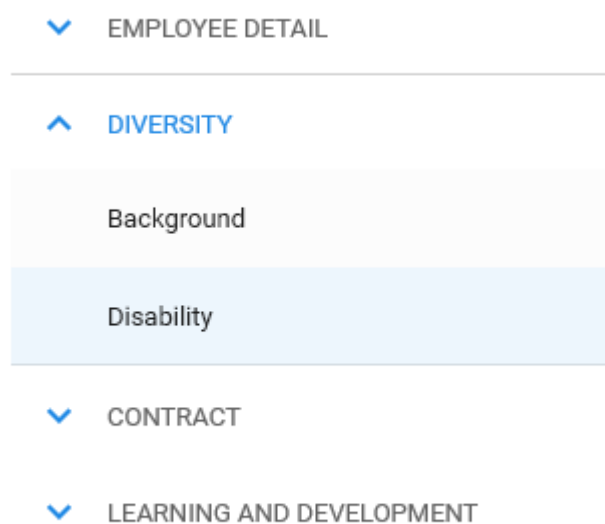
I accept that saving details on this screen will update my bank details in the Core system.

When everything is completed, click on the Save button



## Diversity

In the Diversity section, you can update your background and disability information.



### Diversity and Disability Privacy Notice

- Completion of the Diversity Detail screen is entirely voluntary.
- You can change or delete the information you have shared in your Diversity Detail at any time.
- This information is collected by the Equality Committee for the purpose of informing College policy on equality, diversity and inclusion; ensuring that Trinity systems, activities etc. are fit for its diverse community.
- The Equality Officer can only view responses to the Diversity Detail at an aggregate level, as anonymous statistics.
- These are presented to Board on an annual basis, and published online - see <http://www.tcd.ie/equality/reports/annual-equality-monitoring-reports/>.
- Only the HR Data Manager and Report Master can access individual responses to the Diversity Detail screen, and they would only ever access that information to check that technical processes are running correctly. As with all personal HR data, they treat this diversity data with the strictest confidence.
- Individual responses to the Diversity Detail cannot be accessed by anyone with the authority to take a decision relating to that individual staff member.

## Diversity - Background

Where there is a dropdown arrow, please choose an item from the list. Otherwise, these are free text fields.

### Background

#### Personal Details

Gender  Sexual Orientation  Date Of Birth

#### Diversity

Ethnic Origin  Nationality  Citizenship   
Country Of Origin  Religion

#### Family Details

Civil Status  Previous Surname

#### Notes

Remember to use the Save button when you have completed updating your diversity details.

**SAVE**

## Disability

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### Disability

#### General Details

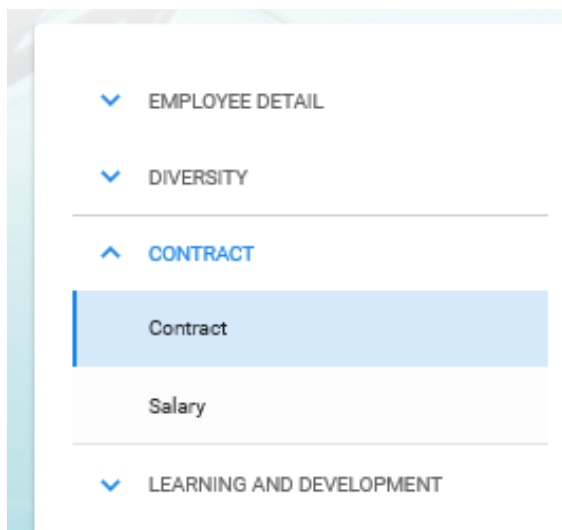
Disabled

No



Remember to use the Save button when you have completed updating your disability details.

## Contract



## Contract

The Contract section shows you contract and salary information from your HR record, for your information. You cannot update any of the fields here.

### My Contract

Position	Department	FTE	Start Date
104868-3	Human Resources	1	16-May-2016

## Administrative

Start Date	FTE	Department
Status	Reporting To	Location
Administrative 3	Probation Expiry	Increment Due
Fire Point		
Your Departmental Fire Point		

Please note: The start date that shows on CorePortal is the most recent start date on your appointment. For many staff, 19 August 2014 is showing here. This is because we had a change across all appointments that date, relating to the FIS organisational hierarchy changes. All of the departments were given new codes on that date.

## Salary

The Salary screen shows your recent Salary Allowances History.

### My Salary

#### Salary History

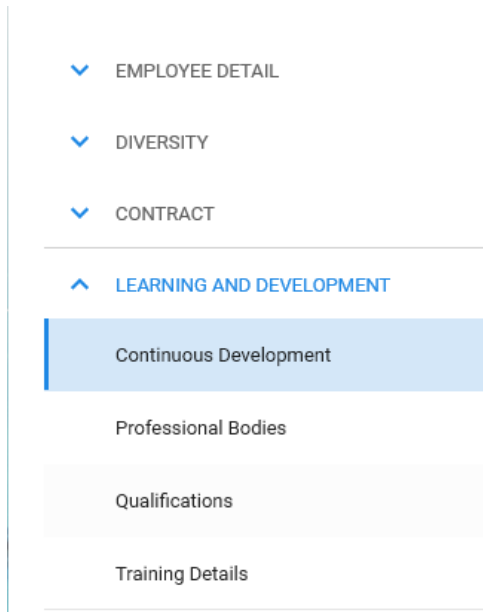
Effective From	Reason	Grade	Point	Multiplier	Rate Type	Salary
01-Sep-2019	PAY AWARD	Administrative		1	Annual	€
01-Oct-2018	Change In Rate	Administrative		1	Annual	€
01-Jan-2018	PAY AWARD	Administrative		1	Annual	€
01-Oct-2017	INCREMENT	Administrative		1	Annual	€

#### Allowances History

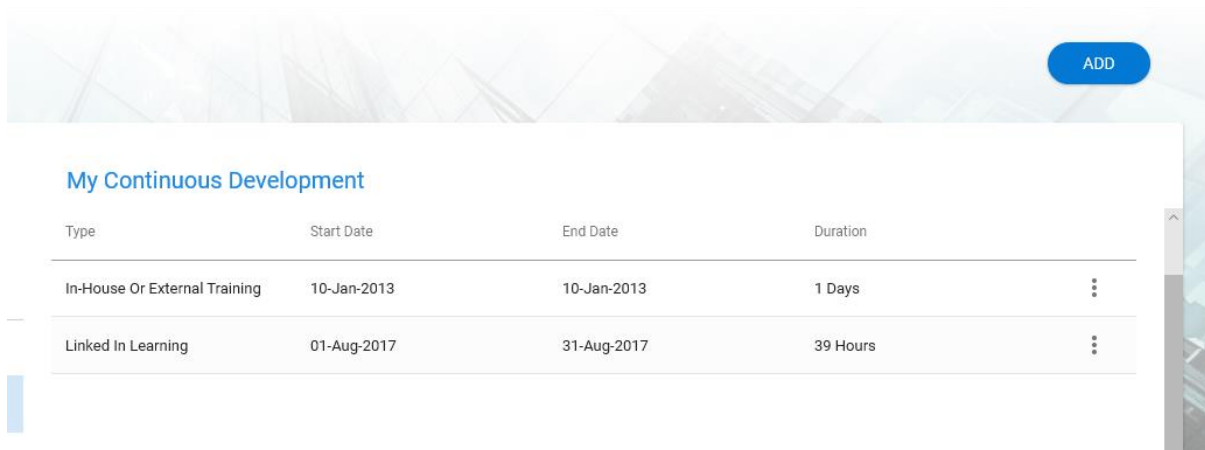
Effective From	Effective To	Allowance Detail	Annual Value
NOTHING TO SEE HERE			

## Learning and Development

The Learning and Development section includes Continuous Development, Professional Bodies, Qualifications and Training Bank Details. You can update some of this information.



## Continuous Development



To add a new item to the My Continuous Development list, click on the “Add” button.



Where there is a dropdown arrow, please choose an item from the list. For date fields, you can use the calendar date picker. The rest are free text fields.

The screenshot shows a form titled "Continuous Development" with three sections: "Continuous Development", "Date and Time", and "Additional Details". The "Continuous Development" section has a "Type\*" dropdown menu and a "Venue" text field. The "Date and Time" section has "Start Date\*" and "End Date\*" with calendar icons, a "Duration" spinner, and a "Type" dropdown menu. The "Additional Details" section has a single text field. At the bottom right, there is a green "SAVE" button and a small logo.

To edit an item on the My Continuous Development list, click on the ellipses ( ... )

The screenshot shows a single row in a table with the following data: "inked In Learning", "01-Aug-2017", "31-Aug-2017", and "39 Hours". To the right of the row is a vertical ellipsis menu icon, and a "Menu" tooltip is visible below it.

inked In Learning	01-Aug-2017	31-Aug-2017	39 Hours	⋮
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Edit the fields, as above. Use the save button to save the information and close the dialogue box.

## Professional Bodies

The screenshot shows a form titled "My Professional Bodies" with a sub-section "Professional Body Membership". At the top right, there is a blue "ADD" button. Below the sub-section, there is a table with columns "Name", "Year Admitted", and "Expiry Date". The table is currently empty. Below the table, there is a graphic of a mountain with a flag on top, and the text "NOTHING TO SEE HERE EXCEPT THIS FLAG".

To add a new item to the My Professional Bodies list, click on the "Add" button.

Where there is a dropdown arrow, please choose an item from the list. For date fields, you can use the calendar date picker. The rest are free text fields.

The screenshot shows a form titled "Membership Details" with the following fields:

- Membership Details**
  - Name\* (dropdown)
  - Type (dropdown)
  - Grade (dropdown)
  - Means (dropdown)
  - Membership Number (text field)
- Membership Dates**
  - Year Admitted (text field with calendar icon)
  - Expiry Date (text field with calendar icon)
- Additional Details**
  - (empty text field)

Remember to use the Save button to save the changes.

## Qualifications

The qualification details section cannot be edited. If your record does not reflect your highest qualification, please notify HR via an email to [hr@tcd.ie](mailto:hr@tcd.ie) with the correction.

The screenshot shows a section titled "My Qualification Details" with a sub-section "Qualifications".

Qualification	Date From	Date To
Masters Level		

There is a vertical ellipsis icon (three dots) to the right of the "Masters Level" entry.

## Training Details

The Training Details section shows all training that you have completed through HR Learning and Development. This section cannot be edited.

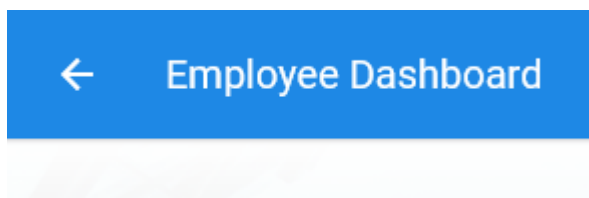
### Training Details

### Training History

Course Name	Course Id	Category	Start Date	End Date
Virtual Cafe How To ...	C09056	Linked In Learning	16-Apr-2020	16-Apr-2020
GDPR Briefing	C08959	Administration & ...	19-Feb-2020	19-Feb-2020
Storytelling for Impact	C08736	Assistant Professor Y...	02-Dec-2019	02-Dec-2019
Lunchtime Talk-Neur...	C07877	Yourskills Programme	21-May-2019	21-May-2019
Project Management	C07578	Administration & ...	02-Apr-2019	02-Apr-2019

You have now completed updating your profile on CorePortal. To return to your CorePortal home page, you can:

Click on the arrow to return to the Employee Dashboard



# Pay

## Employee Dashboard



My Profile



Pay



Internal Vacancies



Interviews

The pay tab holds information on Payslips, Tax Details, P60s and Bank Account details

The screenshot displays the 'Pay' section of the Employee Dashboard, which is divided into five main panels:

- My Payslips:** A list of payslips with dates from 20th February 2020 to 20th September 2019. The 20th February 2020 entry is selected, showing a 'FULL PAYSHEET' button and a table with columns for 'Total Earnings', 'Total Deductions', and 'Net Pay'.
- Tax Detail:** A table showing tax information: PPS No., PRSI Class (A1), Tax Credit, Cut Off, Tax Basis (Cumulative), Marginal Tax (N/A), and USC Status (Subject to USC).
- P60 Documents:** A list of P60 documents for the years 2018, 2017, and 2016, each with a 'VIEW' button.
- PRD60 Certs:** A list of PRD60 certificates for the years 2019, 2018, 2017, 2016, 2015, 2014, and 2013, each with a 'VIEW' button.
- My Bank Accounts:** A section for managing bank accounts, currently showing a 'Pay' entry with a 'VIEW' button.

## My Payslips

The My Payslips section shows the dates of your most recent payslips. Select the payslip you want to view, then click on the Full Payslip button.

The screenshot displays the 'My Payslips' section of a user interface. On the left, there is a vertical list of dates: 20th February 2020 (highlighted with a blue bar), 20th January 2020, 19th December 2019, 20th November 2019, 18th October 2019, and 20th September 2019. On the right, there is a summary table for the selected date (20th February 2020). The table has three rows: 'Total Earnings', 'Total Deductions', and 'Net Pay'. Each row is followed by a horizontal line. In the top right corner, there is a blue button labeled 'VIEW ALL' and a blue link labeled 'FULL PAYSリップ'.

My Payslips	
20th February 2020	<a href="#">VIEW ALL</a>
20th January 2020	<a href="#">FULL PAYSリップ</a>
19th December 2019	Total Earnings
20th November 2019	Total Deductions
18th October 2019	Net Pay
20th September 2019	

This will open your payslip

**Full Payslip**

Employee Dashboard > Full Payslip

[RATE CURRENT](#) [DOWNLOAD PDF](#)


Select language options\*

Currently viewing in English

**MS.**

Personnel No:  
PPS number:  
Pay Group: **Monthly Salaries**

Payslip Date: **20-Feb-20**  
Pay Period: **Feb-2020**



**Trinity College Dublin**  
The University of Dublin

Ireland

Cost Centre:

Gross Earnings				Details			
Description:	Hours:	Rate:	Value:	Pay Grade:	Administrative	Point:	
Basic							
<b>Total Pay:</b>				Rate Current:			
<b>Gross Pay for PAYE:</b>				Annual Tax Credit:		Annual Cut Off:	0
				PRSI Class:	A1	PRSI Weeks:	9
				This Period Tax Credit:		Tax Basis:	Cumulative
				This Period Cut Off:			

Deductions			Cumulatives (Year-to-date)		
Description:	This Period:	Year to Date:	Gross Earnings:	Pre Tax Deductions:	
ASC DEDUCTION			Taxable Pay:	LPT:	
MODEL PENSION SCH-EE			Cut Off:	Tax:	
PAYE			Tax Credit:	PRSI Weeks-to-date:	9
PRSI EE			USC:		
UNIV SOCIAL CHARGE	119.89	239.78	Employee PRSI:	313.44	
LOCAL PROPERTY TAX	22.25	44.50	Employer PRSI:	842.82	
Sports Centre Sub	29.50	59.00			
TRAVEL PASS (NOV)	141.67	283.34			
<b>Total Deductions:</b>	<b>1,361.97</b>	<b>2,723.93</b>			

**Net Pay:** 2,697.70

Employers Contributions to your Pension in this Pay Period:

**Message From Your Employer:**

At present there is no message:

**Pension Message:**

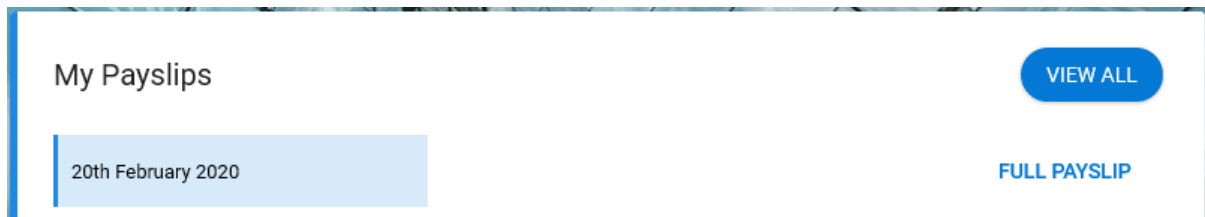
There is no Pension Message to display at present:

If you wish to print your payslip, download it to PDF and print it from there. Click on the Download Current button.



### Searching for older payslips

The My Payslips section shows the dates of your most recent payslips. To find historic payslips, click on the View All button.



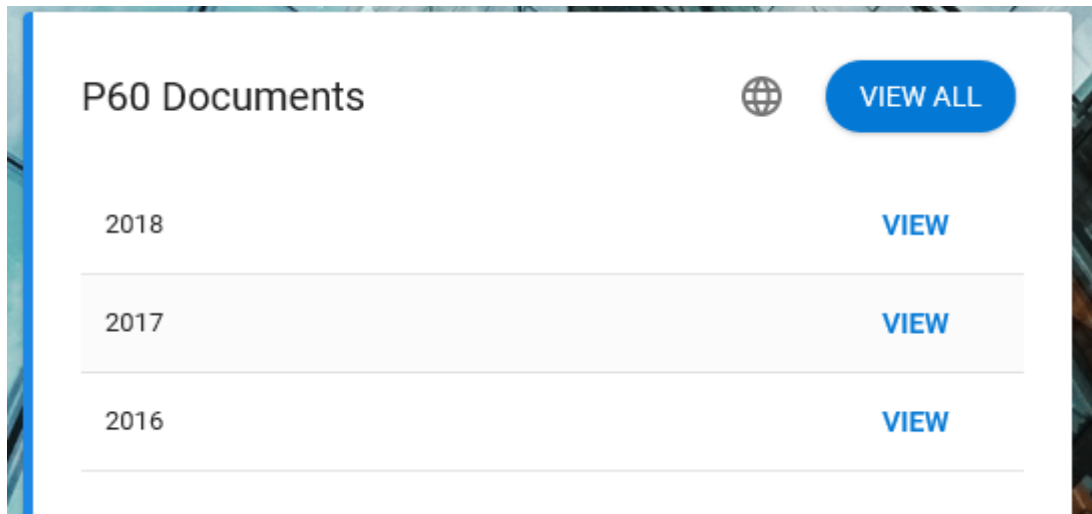
The All My Payslips dialogue box will open. You can scroll through this to find the required payslip.

Date	Account No.	Main	Paypath	Sort Code	Account No.	VIEW
20th August 2018	201835	Main	Paypath	Sort Code	Account No.	VIEW
20th July 2018	201831	Main	Paypath	Sort Code	Account No.	VIEW
20th June 2018	201826	Main	Paypath	Sort Code	Account No.	VIEW
18th May 2018	201822	Main	Paypath	Sort Code	Account No.	VIEW
20th April 2018	201818	Main	Paypath	Sort Code	Account No.	VIEW
20th March 2018	201813	Main	Paypath	Sort Code	Account No.	VIEW

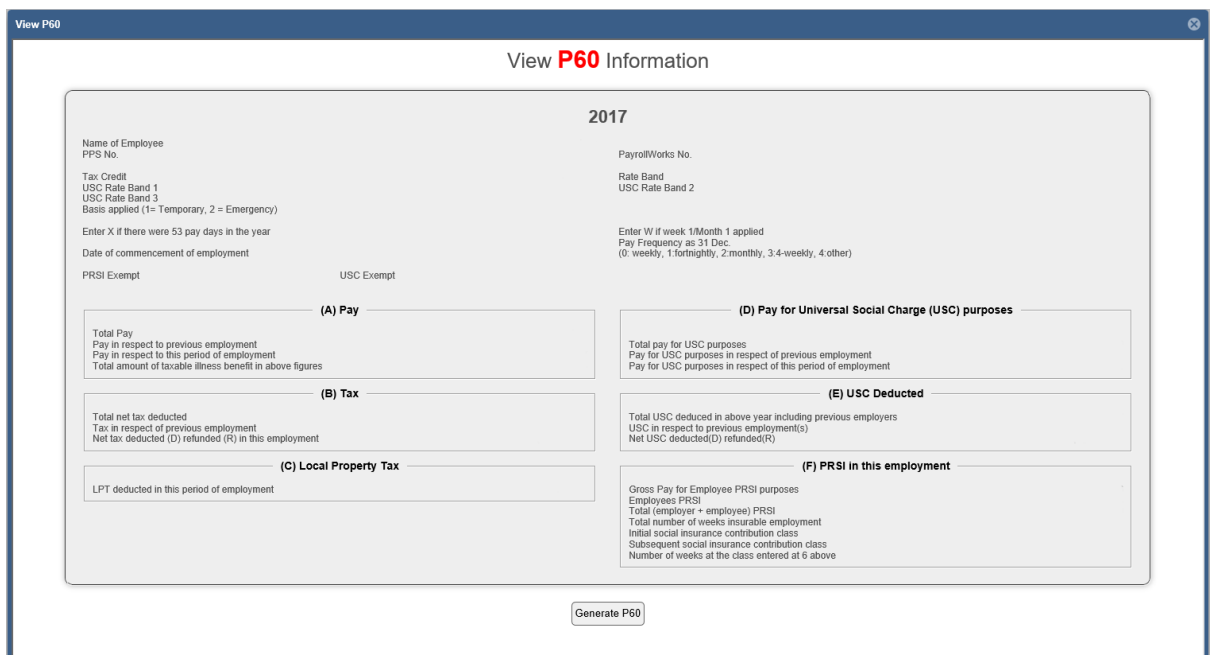
### P60 Documents

P60 documents produced up to 2018 are available for viewing and printing via CorePortal. As per Revenue instructions, from the 1<sup>st</sup> of January 2019 P60's have been abolished in line with PAYE Modernisation. Instead from 2019 onwards, an end of year statement will be available to employees through direct from Revenue via [MyAccount](#).

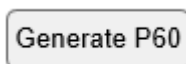
The P60 Documents section shows the years of your most recent P60s.



Select the P60 year you want to view and the P60 page will open.




To generate a P60 for printing, click the Generate P60 button.





This will generate your P60 Certificate as a PDF.

**P60 Certificate of Pay, Tax, Pay-Related Social Insurance, Universal Social Charge and Local Property Tax Year Ended 31 Dec. 2017**



**Name of Employee**  
PPSN

**Payroll/Works**  
(if applicable)

**Tax Credit €**  
USC Rate Band 1 €    USC Rate Band 2 €

**Rate Band €**  
USC Rate Band 3 €

'1' indicates that temporary basis applied  
'2' indicates that emergency basis applied } at 31 Dec.

Enter 'X' if there were 53 pay days in the year.

Date of commencement of employment.

PRSI Exempt  USC Exempt

Enter 'D' if employee was a director.

Enter 'W' if week 1/month 1 applied.

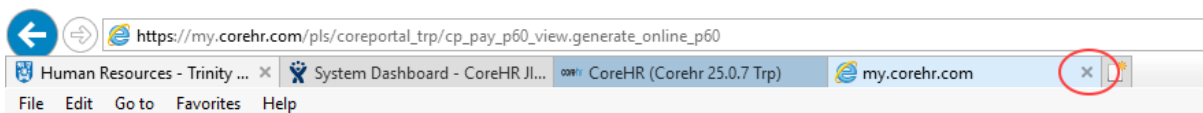
Pay Frequency at 31 Dec.  
(0: weekly, 1: fortnightly, 2: monthly 3: 4-weekly, 4: other)

(A) PAY	€	(D) Pay for Universal Social Charge (USC) purposes €
1. Total pay (i.e. gross pay less any superannuation contributions allowable for income tax purposes) in above year including pay in respect of previous employment(s), and taxable Illness Benefit, if any.		1. Total pay for USC purposes in above year, including pay for USC purposes in respect of previous employment(s), if any. 2. Pay for USC purposes in respect of previous employment(s), if any, in the above year. 0.00

You can print the PDF or Save it.



To close the P60 Certificate, you can close the tab in your internet browser



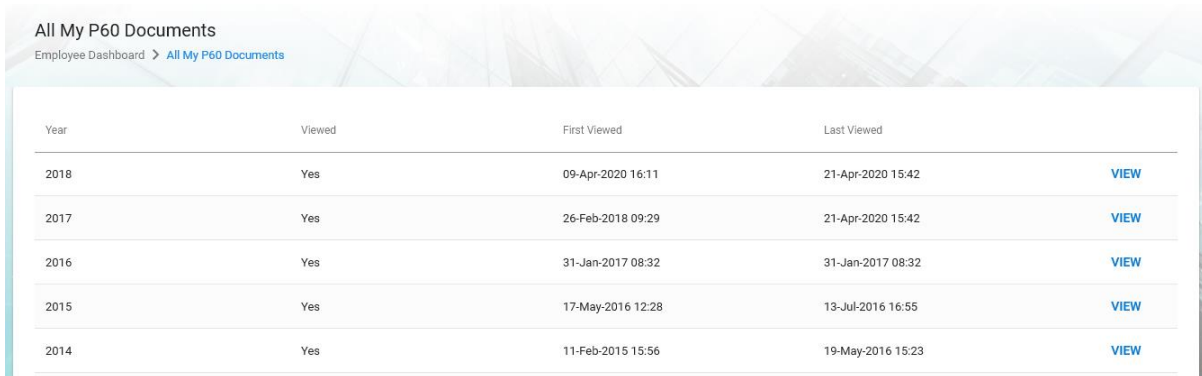
To close the P60 screen, close the tab in your internet browser.

*Searching for older P60s*

The P60 Documents section shows the years of your most recent P60s. To find historic P60s or to see more information, click on the View All button.



The P60 View dialogue box will open. You can scroll through this to find the required P60.



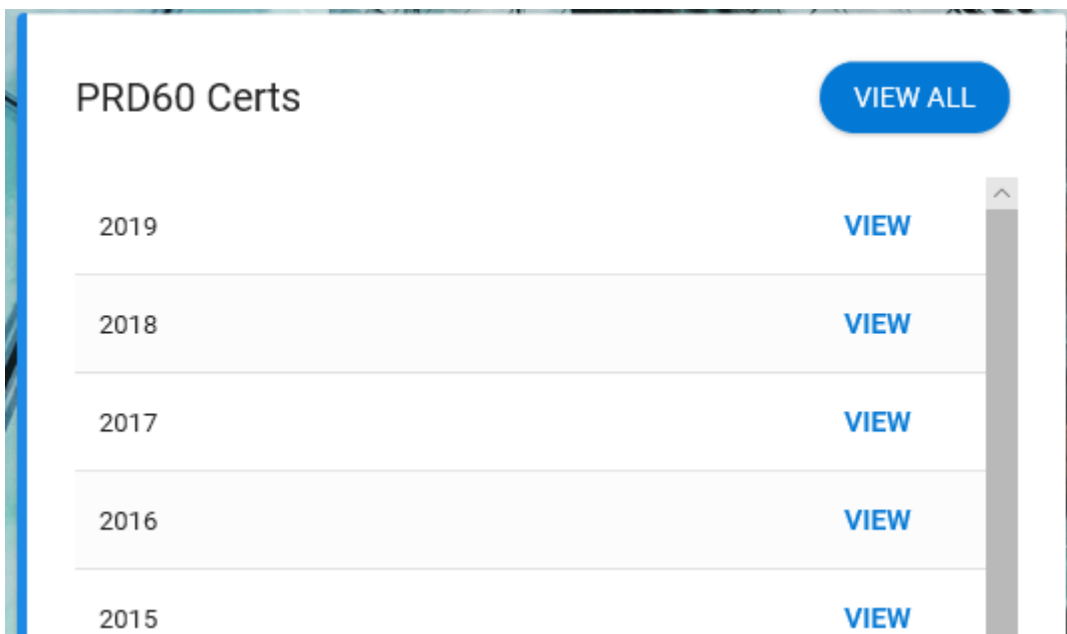
Year	Viewed	First Viewed	Last Viewed	
2018	Yes	09-Apr-2020 16:11	21-Apr-2020 15:42	<a href="#">VIEW</a>
2017	Yes	26-Feb-2018 09:29	21-Apr-2020 15:42	<a href="#">VIEW</a>
2016	Yes	31-Jan-2017 08:32	31-Jan-2017 08:32	<a href="#">VIEW</a>
2015	Yes	17-May-2016 12:28	13-Jul-2016 16:55	<a href="#">VIEW</a>
2014	Yes	11-Feb-2015 15:56	19-May-2016 15:23	<a href="#">VIEW</a>

Click on the View button to open

### PRD60 Certs

PRD60 and ASC60 documents are available for viewing and printing via CorePortal.

The PRD60 Certs section shows the years of your most recent PRD60s.



PRD60 Certs		<a href="#">VIEW ALL</a>
2019		<a href="#">VIEW</a>
2018		<a href="#">VIEW</a>
2017		<a href="#">VIEW</a>
2016		<a href="#">VIEW</a>
2015		<a href="#">VIEW</a>

Select the PRD60 year you want to view and the PRD60 page will open.

[View in Irish](#)

<b>ASC60 M</b>	<b>Main</b>	<b>2019</b>	
<b>Additional Superannuation Contribution Certificate</b> <i>End-of-Year Balancing Statement</i>			

### Employee Details

<b>Surname of Employee</b> <input type="text"/>	<b>Commencement Date for Additional Superannuation Contribution</b> <input type="text" value="N/A"/>
<b>First Name</b> <input type="text"/>	<b>Payroll/Works Number</b> <input type="text"/>
<b>Address</b> <input type="text"/>	<b>PPS Number</b> <input type="text"/>

### Additional Superannuation Contribution Details

Below are the details of the Additional Superannuation Contribution made in previous employments and in this employment during the year

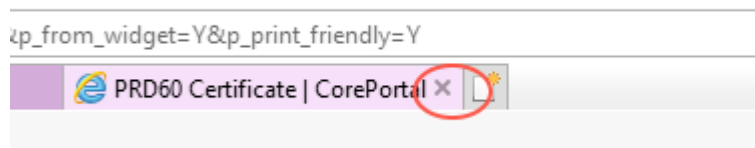
<b>Gross Pensionable Income for Additional Superannuation Contribution for Previous Employments in this year</b> <input type="text" value="€ 0.00"/>	<b>Gross Pensionable Income for Additional Superannuation Contribution for this Employment in this year</b> <input type="text"/>
<b>Amount of Additional Superannuation Contribution made for previous employments in this year</b> <input type="text" value="€ 0.00"/>	<b>Amount of Additional Superannuation Contribution made for this employment</b> <input type="text"/>

Please insert total of all gross pensionable incomes and Additional Superannuation Contribution made in all previous employments in this year in the first column. Where an employee had more than one period of employment with the same employer in the year, please insert the **gross pensionable income** and Additional Superannuation Contribution figures for the latest period of employment **only** in the second column.

To print the PRD60 Certificate, click on the print button at the bottom



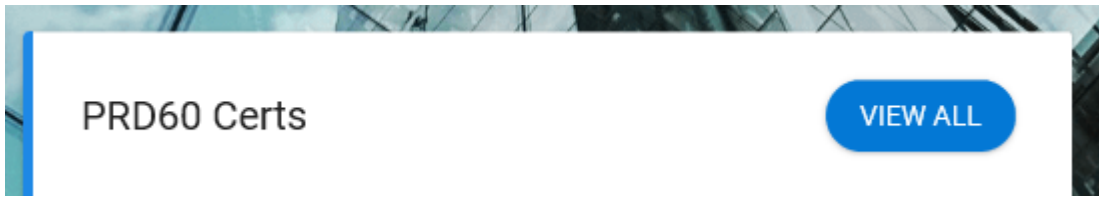
To close the PRD60 Certificate, you can close the tab in your internet browser



To close the PRD60 screen, close the tab in your internet browser.

*Searching for older PRD60s*

The PRD60 Certificates section shows the years of your most recent P60s. To find historic P60s or to see more information, click on the View All button.



The All My PRD60 Documents page will open. You can scroll through this to find the required PRD60.

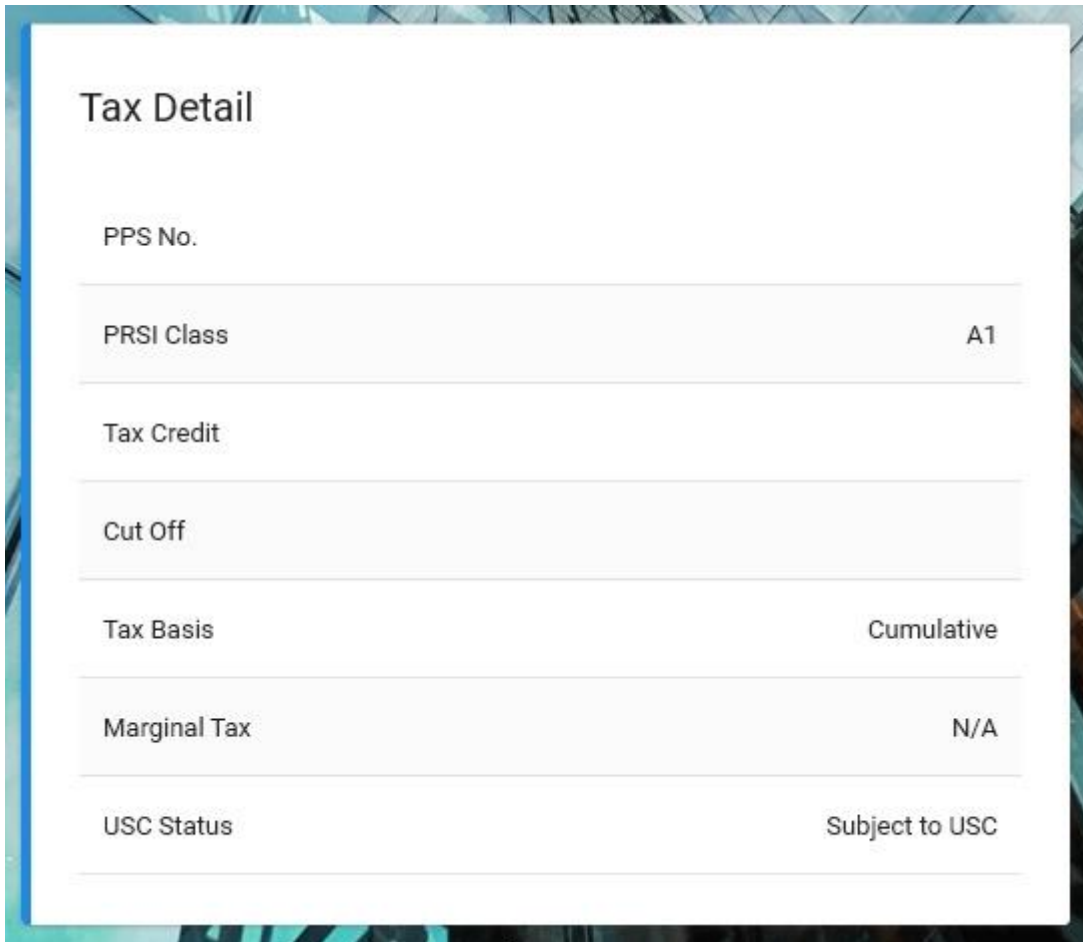
All My PRD60 Documents  
Employee Dashboard > All My PRD60 Documents

Year	Viewed	First Viewed	Last Viewed	
2019	Yes	15-Apr-2020 15:42	21-Apr-2020 15:47	<a href="#">VIEW</a>
2018	No			<a href="#">VIEW</a>
2017	Yes	28-May-2018 16:05	24-Sep-2018 11:16	<a href="#">VIEW</a>
2016	No			<a href="#">VIEW</a>
2015	Yes	04-Feb-2016 11:50	13-Jul-2016 16:55	<a href="#">VIEW</a>
2014	Yes	19-Feb-2015 11:48	19-Feb-2015 11:48	<a href="#">VIEW</a>
2013	Yes	21-May-2015 15:46	21-May-2015 15:46	<a href="#">VIEW</a>

Click on the View button to open.

## Tax Detail

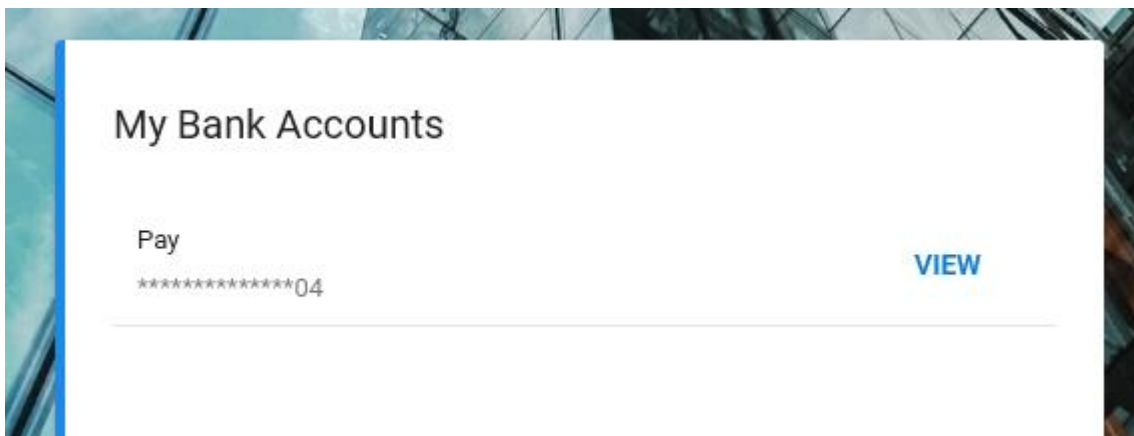
The tax detail section shows tax information.



The screenshot shows a 'Tax Detail' section with the following information:

PPS No.	
PRSI Class	A1
Tax Credit	
Cut Off	
Tax Basis	Cumulative
Marginal Tax	N/A
USC Status	Subject to USC

## My Bank Accounts



The screenshot shows a 'My Bank Accounts' section with the following information:

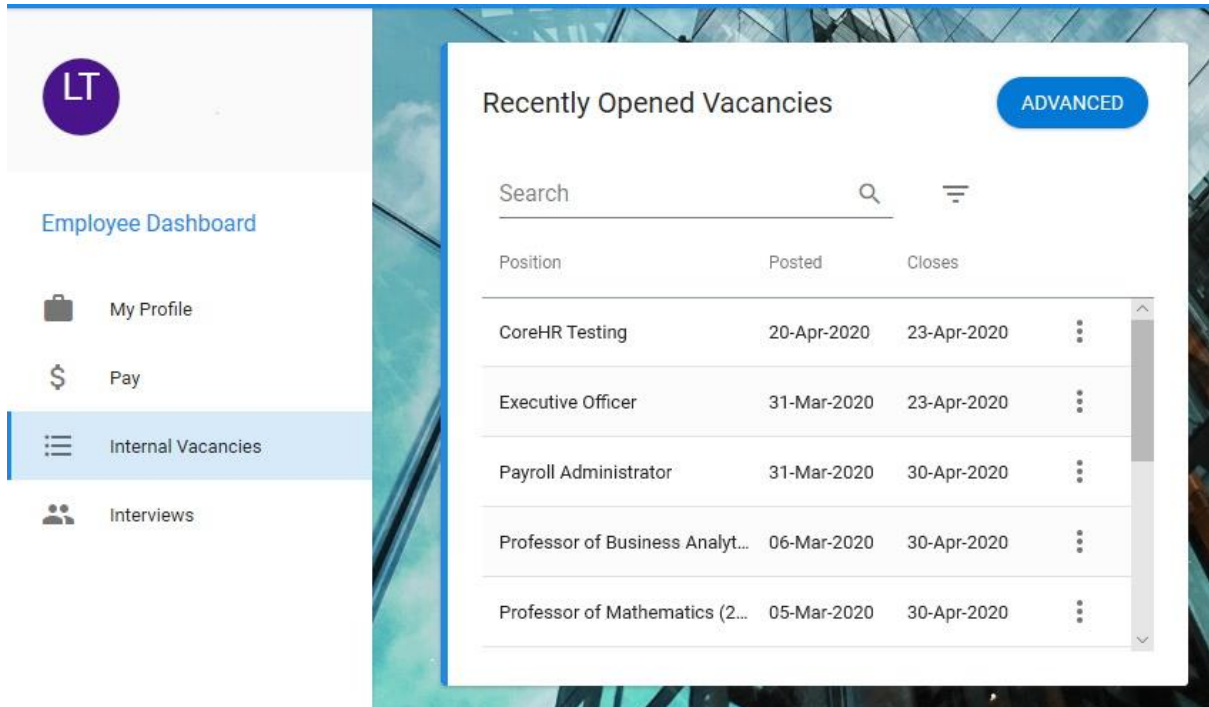
Pay *****04	<a href="#">VIEW</a>
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You can view and/or change your Bank Details in CorePortal. Please exercise care when changing bank details. It is important to read all the notes on the screen.

For instructions on how to change your Bank Details, please go to the [Employee Details > Bank Detail](#) section of this guide (page 7).

## Internal Vacancies

The Internal Vacancies tab on Core Portal shows Recently Opened Vacancies and also provides a direct link to the TCD e-recruitment website.



### Recently Opened Vacancies

A list of recently opened vacancies appears.

To view one of the vacancies on the list, click on the ellipses ( ... )



Select View Details

This will open the Trinity jobs website for you, directly on this particular competition.



## Menu

- Search Vacancies
- Application history
- Job Description
- Terms & Conditions
- Logout
- Return to TCD home page

## Job Description Details

Job Title : Executive Officer  
Vacancy ID : 034468  
Contact Person : Daniel Knowles

Department : Human Resources  
Closing Date : 23-Apr-2020 12:00  
Contact Number : [01 896 4015](tel:018964015)

**034468**

**Post Title:** Executive Officer

**Post Status:** Permanent

**Department/Faculty:** Human Resources

**Location:** Trinity College Dublin, the University of Dublin, College Green, Dublin 2

**Salary:** Appointment will be made on the 127BN Executive Officer Merged salary scale at a point in line with Government Pay policy €

**Hours of work:** 37 Hours

**Closing Date:** In order to assist the selection process, candidates should submit a curriculum vitae and any other relevant information.



[Apply for Job](#)

## My Online Recruitment

You can go to the TCD jobs website directly from Core Portal. Click on the Advanced button



You will be brought directly to the e-recruitment website



### Menu

- Search Vacancies
- Application history
- Terms & Conditions
- Logout
- Return to TCD home page



### Search Vacancies

#### Welcome to the Recruitment Portal of Trinity College Dublin

Trinity College Dublin, the University of Dublin, is proud of its inclusive ethos and tradition.

If you are applying to Trinity for the first time, please click on 'New User? – Register'. You may find it useful to download our user guide available in the menu on the left-hand side of the screen.

If you are a current member of staff, please click on 'Existing User? – Login' prior to searching to ensure that you have access to all vacancies.

Please navigate through the site using the Menu section on the left-hand side of the screen. Avoid the use of the back button as this will result in errors on the page.

Please note unsolicited applications from Recruitment Agencies are not encouraged and will be disregarded.

Search by Competition Type

Search by Department

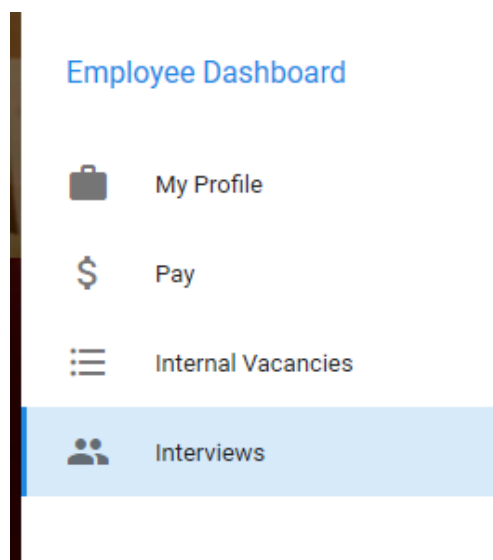
Keyword Search?

Search text in the Job Title or Job Description.

Search

## Online Interview Panel

Some staff are members of an online interview panel and Recruitment will have given them access to view applications and competition information.





To see this information, go to the Interviews tab on the Employee Dashboard

Area	Items	
Interviews	0	<a href="#">VIEW</a>
Interview Panel	2	<a href="#">VIEW</a>

In the Interviews section you can see a list of upcoming interviews.

To see information from competitions when you are on the interview panel, click on the View button

Interview Panel	2	<a href="#">VIEW</a>
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### Interview Panel

Search vacancies

Start Date	Vacancy Title	Vacancy ID	Applicants	Status	
29-Jul-2019	Groups and Training Manager	034009	25	--	⋮
22-Mar-2019	Associate Professor in Mark...	033759	42	--	⋮

1 - 2 of 2 < >

Click on the ellipses to select Applicant or Competition details.

29-Jul-2019	Groups and Training Manager	034009	25	--	⋮
22-Mar-2019	Associate Professor in Mark...	033759	42	--	⋮

1 - 2 of

- View Applicants
- Vacancy Details
- Edit Vacancy Status

When you select to View Applicants, a list of the applicants and their status will appear.

Applicant Details: ACTIONS

Employee Dashboard > Recruitment Actions > Applicant Details: 034009 -

Search Applicants

Applicant	Status	Experience	Location	Comments	Progress
Sandra Student Counsellor	Invite For First Interview	1 Year		0	<div style="width: 0%;"></div> 0%
Clara Egan Community Manager	Non Shortlisted Candidates	3 Years	Ireland	0	<div style="width: 0%;"></div> 0%
Finian Dean Of Psychology	Invite For First Interview	2 Years	Ireland	0	<div style="width: 0%;"></div> 0%
Colin Fox Training And Recruiting P	Non Shortlisted Candidates	10 Years	Ireland	0	<div style="width: 0%;"></div> 0%
Maria Global Corporate Talent M	Non Shortlisted Candidates	3 Years	Ireland	0	<div style="width: 0%;"></div> 0%

Click on the ellipses ( ... ) for more information on a specific applicant.

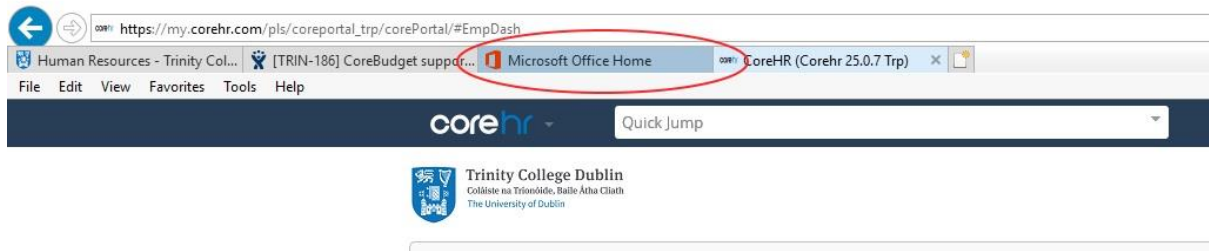
0% ⋮

- Edit Status
- Comments
- Applicant Details
- Application Details
- Assessment Details

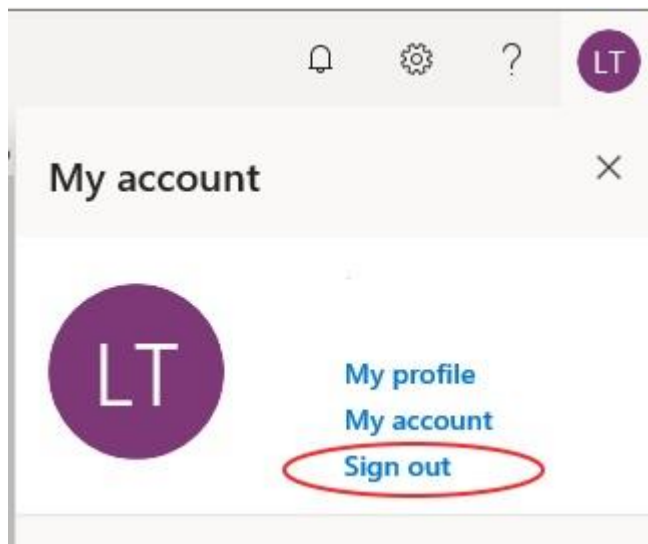
## Log Out of CorePortal

CorePortal will automatically time out after approximately 10 minutes. However, it is always best to log out of Office 365 completely.

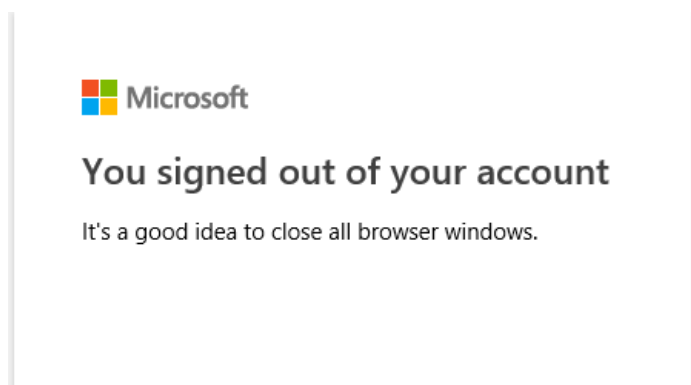
Go to the Office 365 tab:



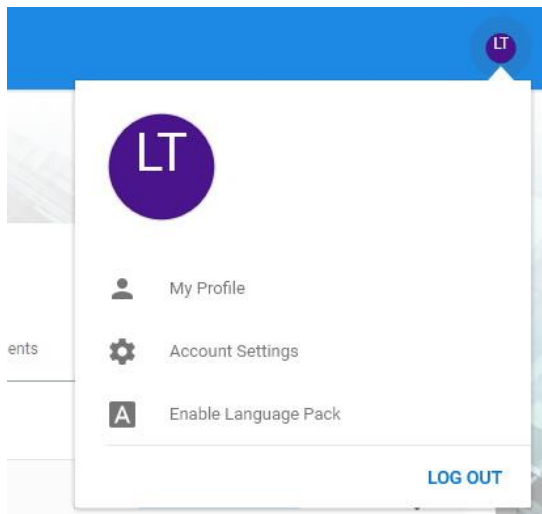
Click on your initials in the top right hand corner of the Office365 screen, then choose Sign out.



This will ensure that you have logged out of CorePortal and Office365.



Note: You can quickly close out of CorePortal, but this does not log you out completely. To quickly close CorePortal, click on the dropdown list beside your name in the top right hand corner and select Log Out.



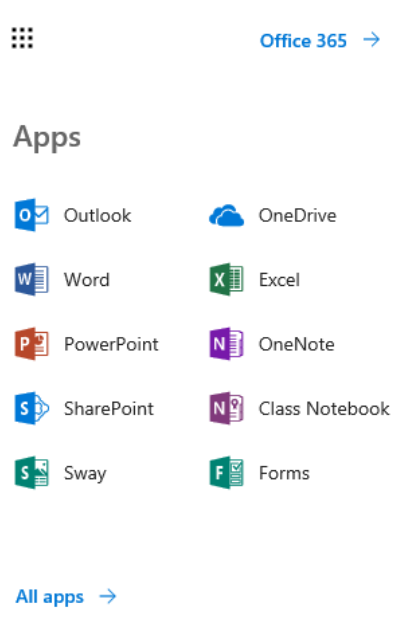
## Launch CorePortal from within Office365

CorePortal can be added into your Apps on Office365, so that it can be quickly launched when you are logged in.

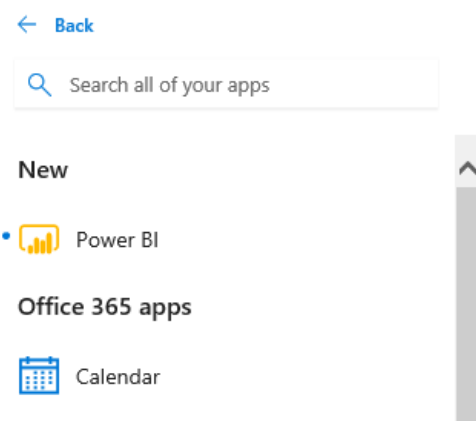
Log into Office 365 (<https://office.tcd.ie> )

Click on the **waffle** in the top left corner to open the **App Launcher**

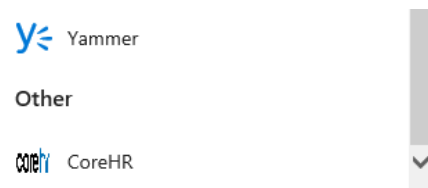




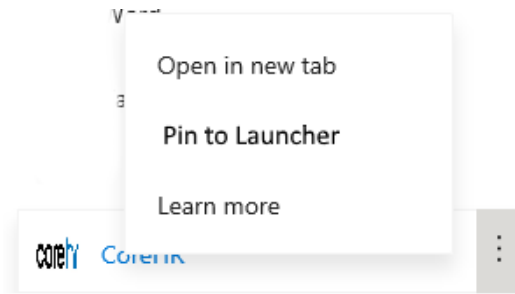
Then click All apps



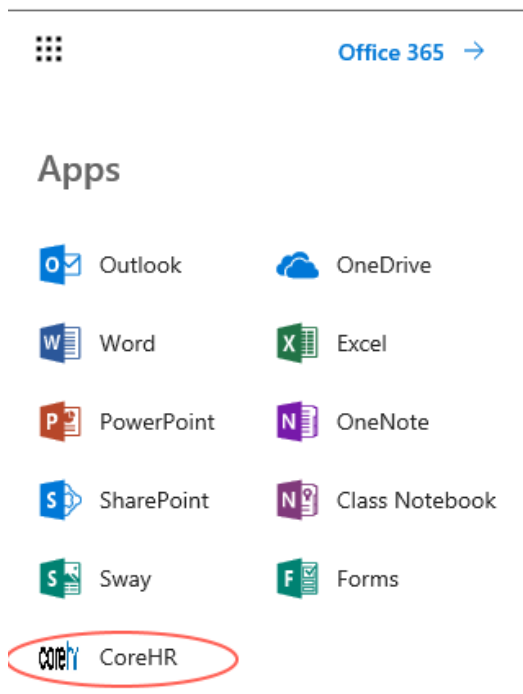
CoreHR should be listed down the bottom in the **Other** section, so scroll down.



Right click on the CoreHR Application, or click on the ellipses ( ... ) and from the menu select **Pin to Launcher**



CoreHR will now be listed with your apps in Office 365. Just click on the waffle and it is at the end of the list

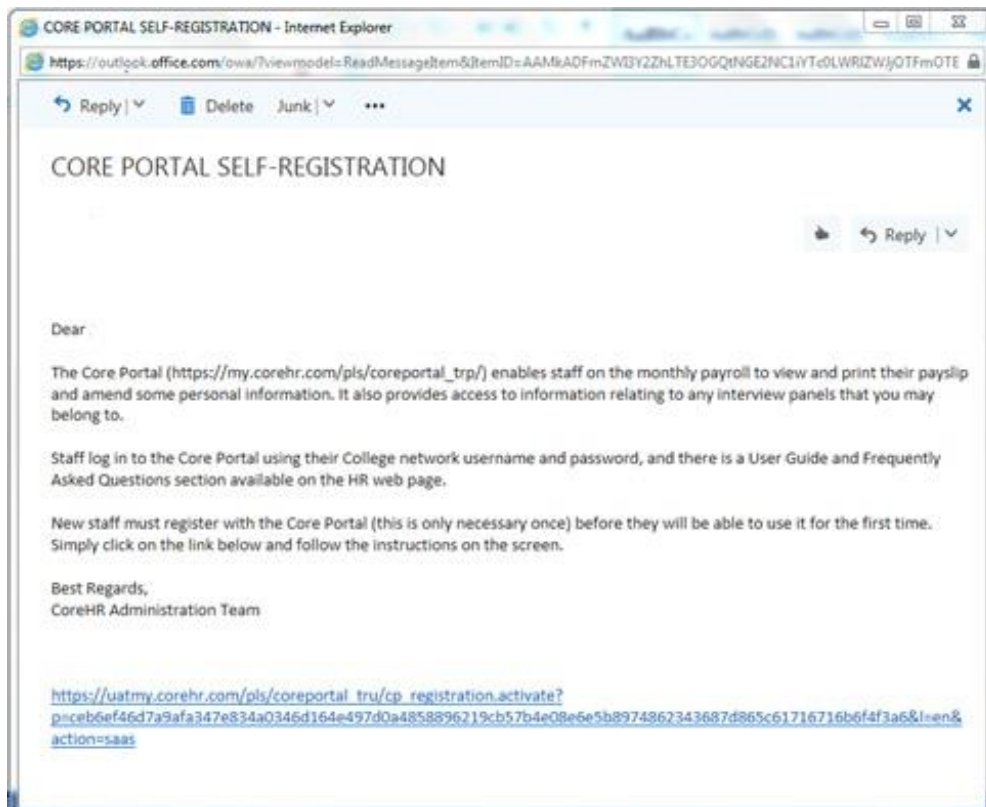


## New User access to CorePortal

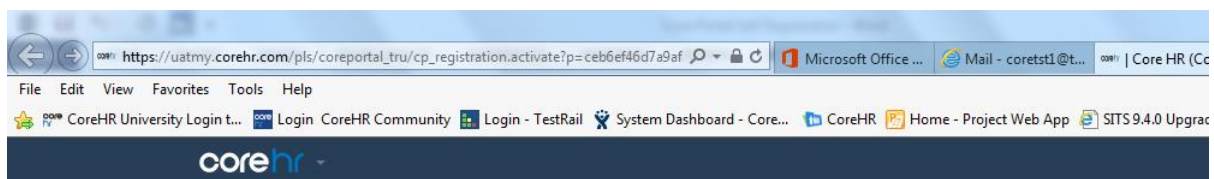
### Core Portal Self Registration

New staff have to register on Core Portal before they can use it to access their pay slips etc. It is only necessary to carry out the registration steps once.

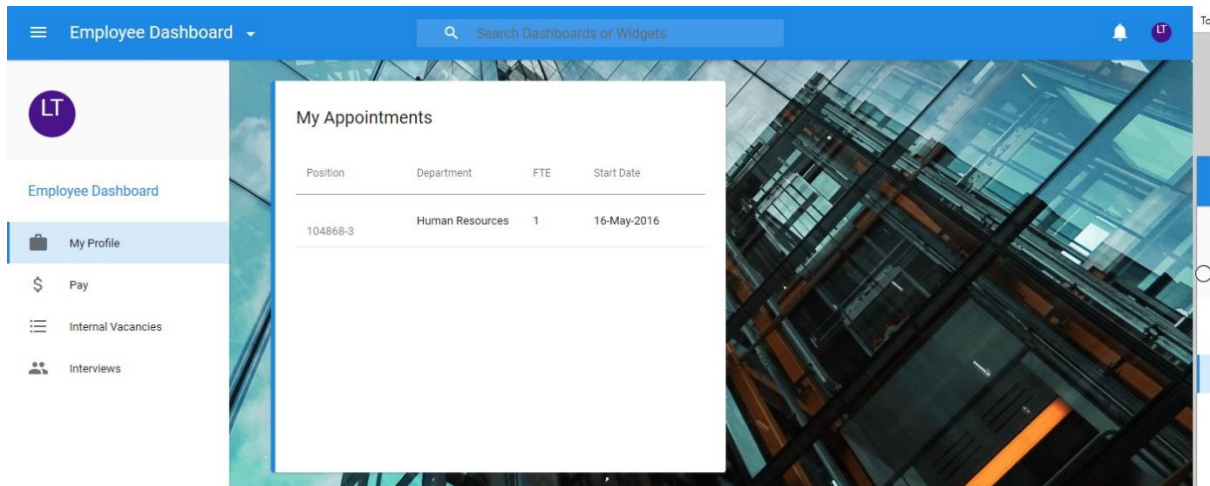
The new employee will receive an email inviting them to register on CorePortal.



Clicking the link takes you to a CorePortal account activation page:



Checking the Terms of Service box and clicking Activate Account button takes the new user directly into Core Portal.



Subsequent logons to CorePortal are via Office365 as described elsewhere in this User Guide.