Instructions for Accessing Core Portal

- Firstly, please ensure that you have your Trinity username/login details (these are the same as your TCD email account). If you never received these, please email hr@tcd.ie who will be able to provide you with these.

- If you have not used your account for a long time, your password may be expired. You can reset this via https://password.tcd.ie/PMUser/. If this doesn't work, please contact IT Services at itservicedesk@tcd.ie`or by calling them on 01 896 2000. They will be able to assist.

- You can log onto the Core Portal via https://www.tcd.ie/hr/ by clicking on 'Core Portal' on the right-hand side of the page. Once you have logged in, you can view your payslips by clicking on 'Pay' under 'Employee Dashboard' on the left-hand side of the page.

- If you see an error message when trying to sign into the Core Portal, please email hr@tcd.ie as we will be able to assist.