

# **How to provide / update Bank Details in Core Portal**

## **Student User Guide**

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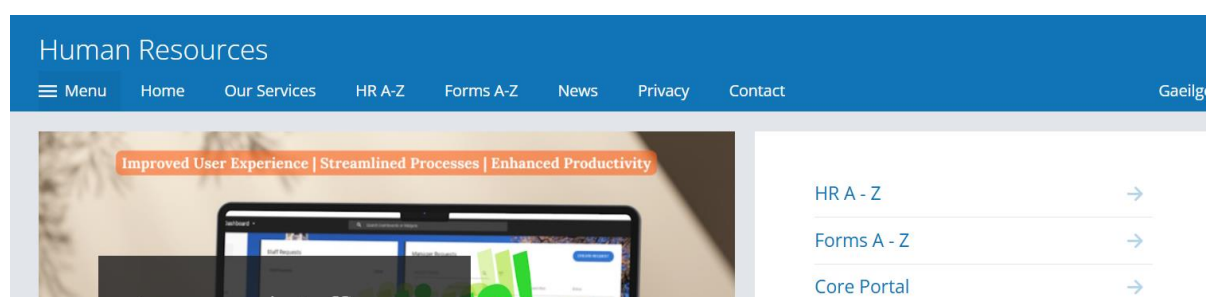
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## Email invitation to Student

Human Resources will send an email inviting you to register on Core Portal along with your login credentials. Clicking the link in the email takes you to a Core Portal account activation page, where you must tick the check box to agree to the Terms of Service and click the “Activate Account” button. This will activate your account and launch Core Portal for you, so you will be able to view your information. After this first use, you will log on to the Core Portal as described below.

## Launch Core Portal from Human Resources Website

You can access Core Portal from the Human Resources website: <http://www.tcd.ie/hr>

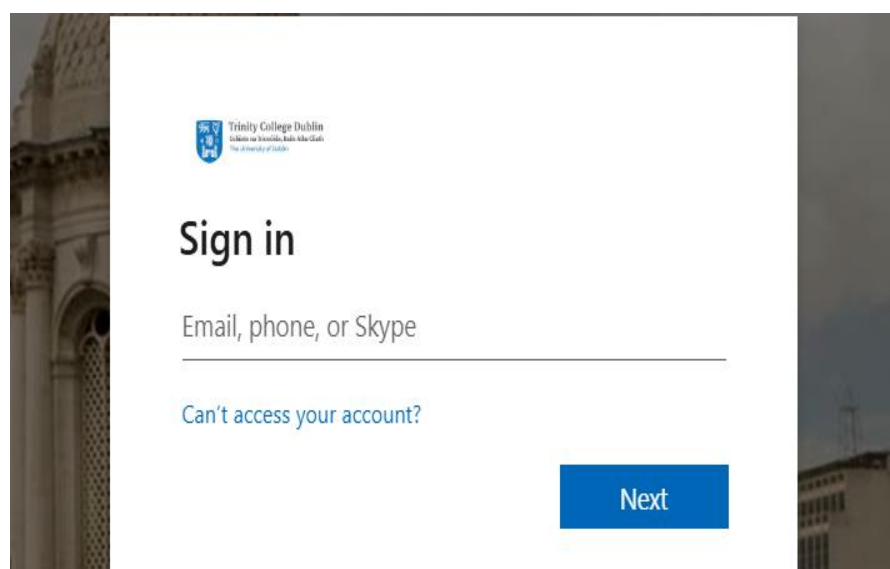


Or can directly browse the Core Portal: [https://my.corehr.com/pls/coreportal\\_trp/](https://my.corehr.com/pls/coreportal_trp/)

## Login to the Core Portal

Core Portal uses the Office365 single sign-on. You will need to log in using your Trinity student email address and the associated password.

Once you receive the login details, enter your username and select “Next”



Next, enter your password and click the “Sign In” button



Trinity College Dublin  
The University of Dublin

← .@tcd.ie

## Enter password

Password

[Forgot my password](#)

**Sign in**

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.



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The University of Dublin

.@tcd.ie

## Stay signed in?

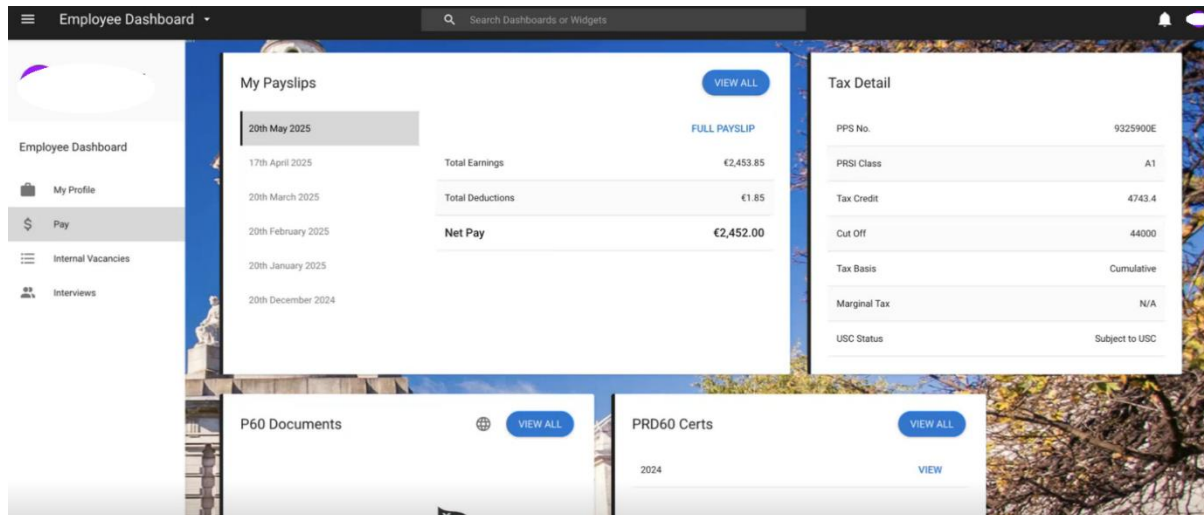
Do this to reduce the number of times you are asked to sign in.

☐ Don't show this again

No **Yes**

Once successfully logged in to the portal, you will be able to see:

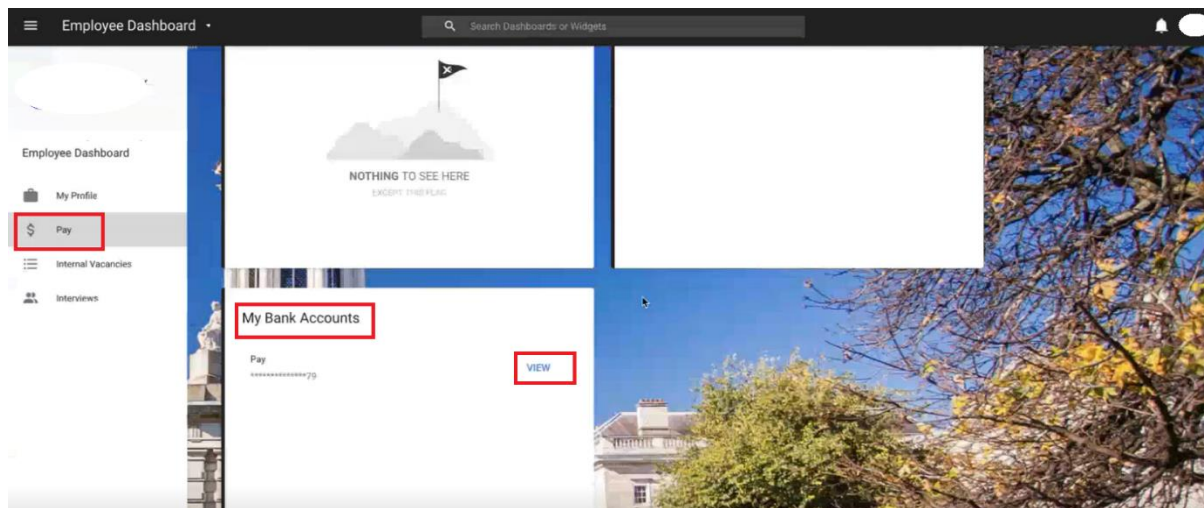
1. Dashboard
2. Profile Page
3. Pay
4. Internal Vacancies
5. Interviews



## Input Bank Details

As per Revenue guidelines, all stipends must be paid via SEPA bank transfer into a valid euro IBAN account. To input the bank details:

Click the “Pay” tab on the left of the screen and navigate to “My Bank Accounts” section and click on the “View” button. You will navigate to a new page “Update Bank Details”.



In the “*Update Bank Details*” page, you can update your bank account information.

Employee Dashboard

Update Bank Details

Employee Dashboard > Update Bank Details

Bank Account Information

BIC\* IBAN\* Confirm IBAN\*

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

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 12th of the month. Changes to bank details should be made prior to the 12th to be guaranteed active for the current month.

access PeopleXD

SAVE

Under the Bank Account Information, enter “*BIC*”, “*IBAN*”, and “*Confirm IBAN*” in the fields provided. Once you confirm that the bank account information is correct, then you must tick the checkbox to accept that the information provided should be updated in the Core Portal and click “*Save*” to submit the changes.

Employee Dashboard

Update Bank Details

Employee Dashboard > Update Bank Details

Bank Account Information

BIC\* IBAN\* Confirm IBAN\*

Aib Bank IE00AIBXXXXXXX IE00AIBXXXXXXX

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access PeopleXD

SAVE

**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 stipend will be credited to the bank account nominated in your instruction. Please be aware that the file for the Bank transfer is generated around the 13<sup>th</sup> of the month.

Changes to bank details should be made prior to the 10<sup>th</sup> of the month to be guaranteed active for the current month.

## View payslip

Click the “Pay” tab on the left of the screen and navigate to “My Payslips” section.

The screenshot shows the Employee Dashboard interface. On the left sidebar, the 'Pay' tab is selected. The main content area is titled 'My Payslips' and features a list of payslips for the following dates: 20th May 2025, 17th April 2025, 20th March 2025, 20th February 2025, 20th January 2025, and 20th December 2024. The '20th May 2025' payslip is selected, displaying the following details:

20th May 2025	
Total Earnings	€2,453.85
Total Deductions	€1.85
Net Pay	€2,452.00

A 'FULL PAYSIP' button is located next to the selected payslip. To the right of the 'My Payslips' section is a 'Tax Detail' section with the following information:

Tax Detail	
PPS No.	9325900E
PRSI Class	A1
Tax Credit	4743.4
Cut Off	44000
Tax Basis	Cumulative
Marginal Tax	N/A
USC Status	Subject to USC

At the bottom of the dashboard, there are two sections: 'P60 Documents' with a 'VIEW ALL' button, and 'PRD60 Certs' with a 'VIEW' button.

You can select a payslip you wish to view, then click the “Full Payslip” button. The complete payslip will be displayed along with a “Download PDF” button if you want a paper copy of the payslip.

You can also click the “View All” button to view all your payslips. In the “All My Payslips” page you can click the “View” button to view the complete payslip. To download a paper copy of the payslip, click “Download PDF”.