How to provide / update Bank Details in Core Portal

Student User Guide

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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
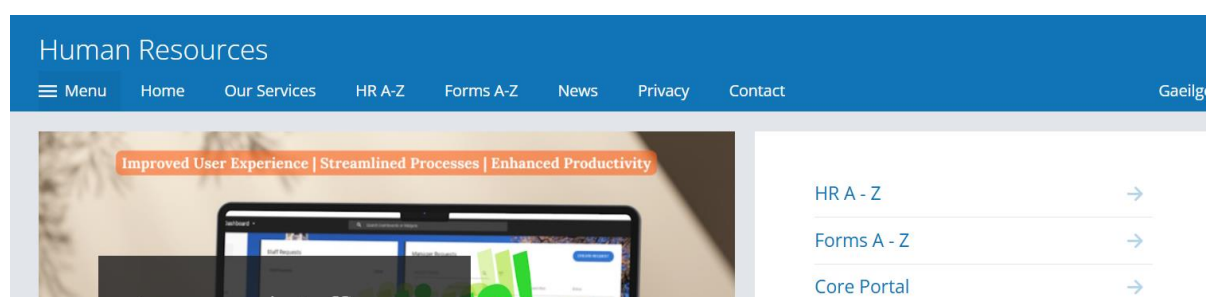
Or can directly browse the Core Portal: https://my.corehr.com/pls/coreportal_trp/

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*"
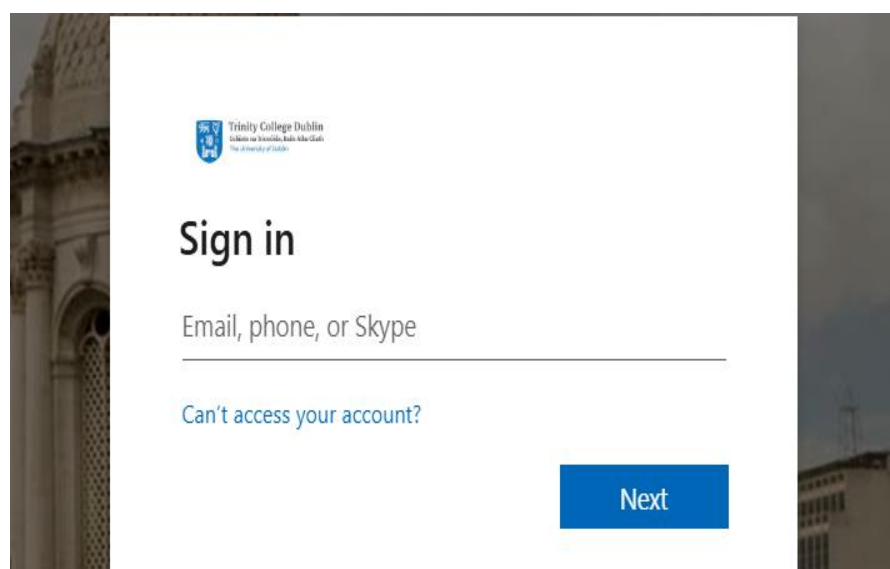
Next, enter your password and click the "*Sign In*" button

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.

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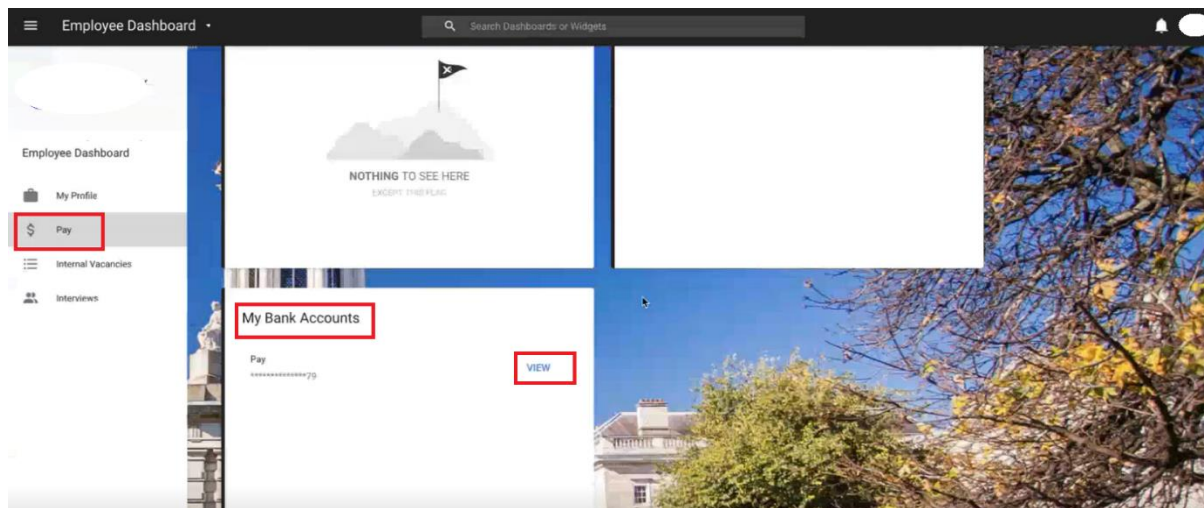
1. Dashboard

2. Profile Page

3. Pay

4. Internal Vacancies

5. Interviews
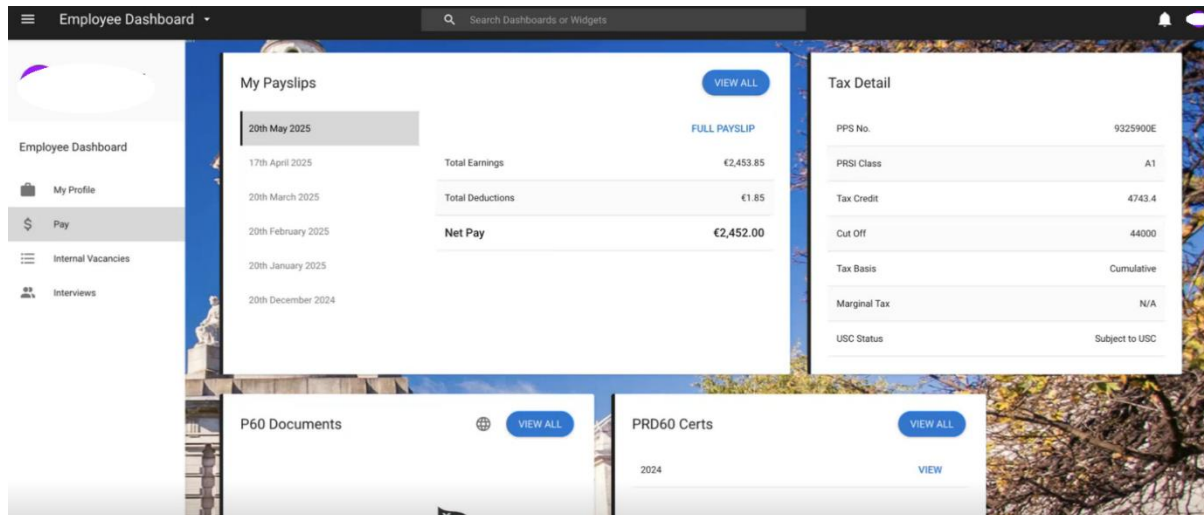
Input Bank Details

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.

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.

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 13th of the month.

Changes to bank details should be made prior to the 10th 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.

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*".