



PeopleXD Mobile App - Extended User Guide

The PeopleXD Mobile App is an extension of the CorePortal web page and enables staff to perform some of the functions available in CorePortal using a native app on either an Android smart phone or an iPhone. From 23rd February 2023, printed payslips will no longer be available. The PeopleXD App is one option for employees to view their payslips electronically.

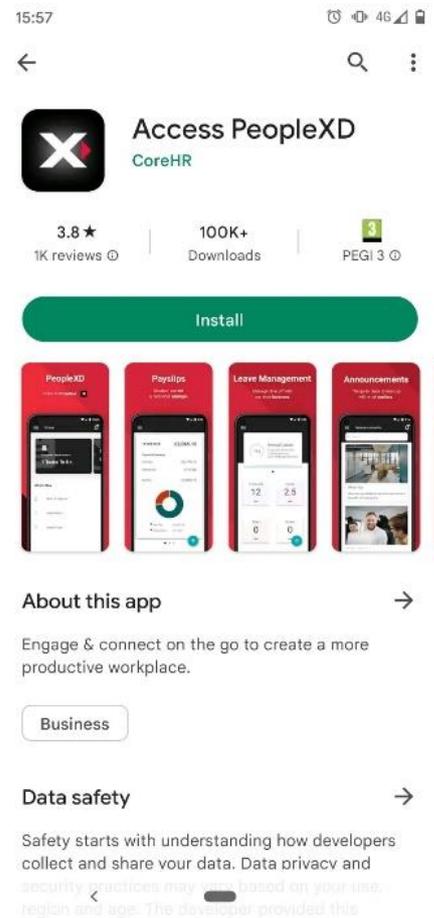
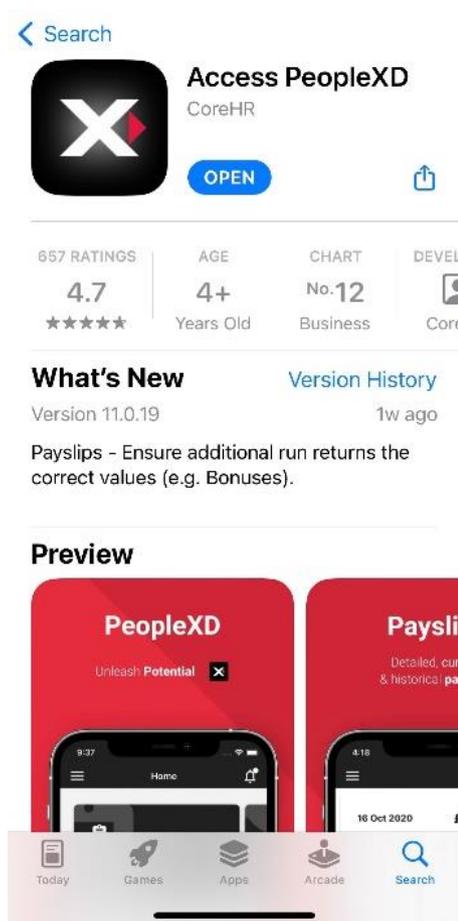
NOTE: The app requires iOS 11.3 or later on iPhones.

1. Download

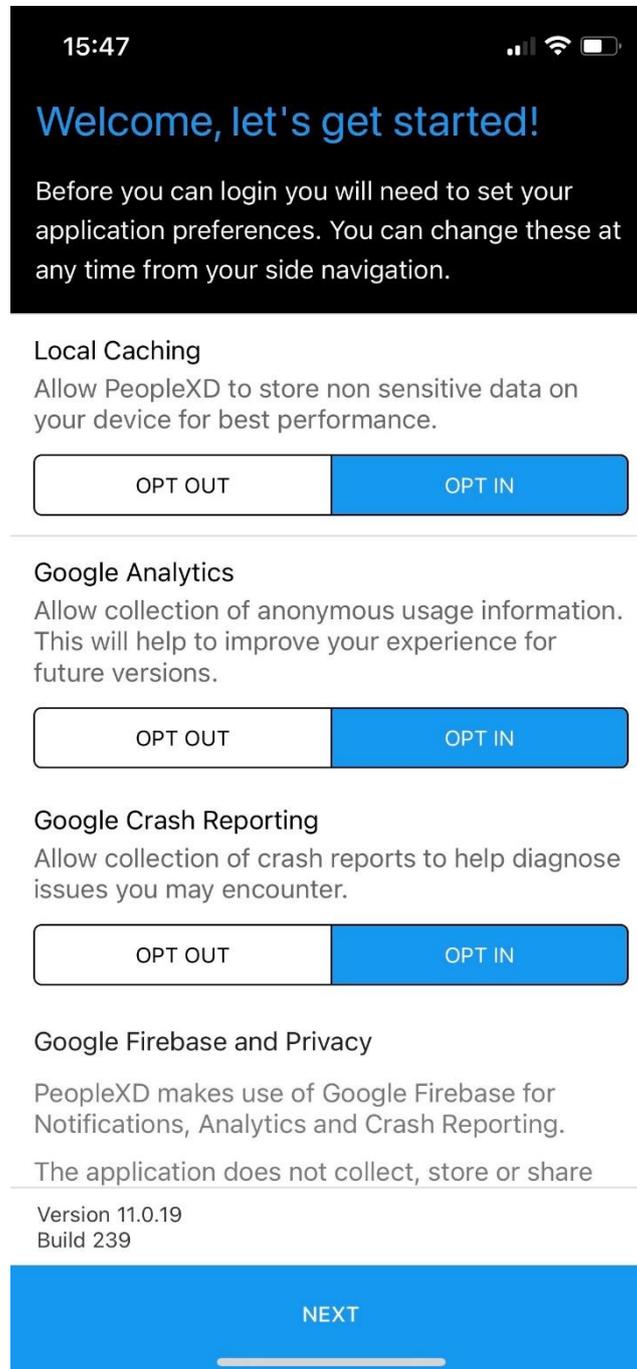
The PeopleXD Mobile App can be downloaded and installed on a mobile phone. There are versions for both Android phones and iPhones available in the appropriate app stores.

iPhone – Open the App Store and type ‘Access PeopleXD’ into the search bar. Download and open.

Android – Open the Play Store and type ‘Access PeopleXD’ into the search bar. Install and open.

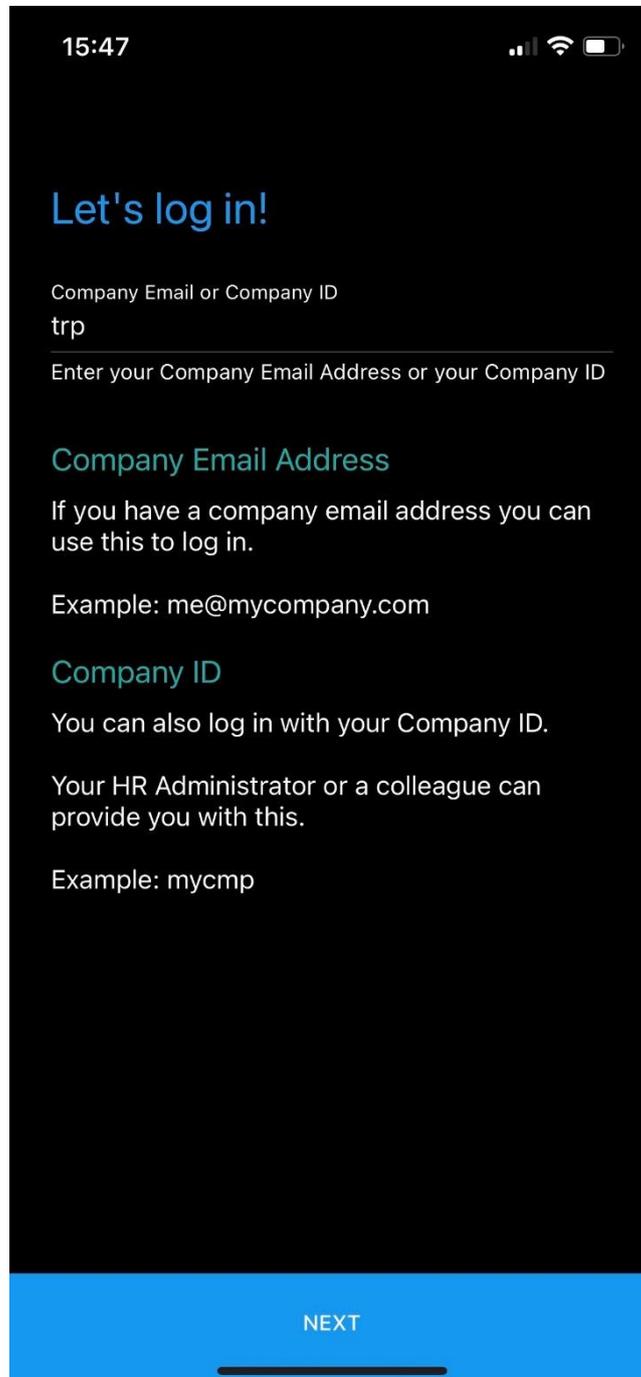


The first time you open the app you will be prompted to opt in or opt out of the following options: Local Caching, Google Analytics, Google Crash Reporting, Google Firebase and Privacy. You may opt in or out as you wish, but the recommendation is to opt into these options as that will give the best user experience. Click the Next button after making your choices:



2. Log in

You will be brought to a 'Let's log in!' screen. Type our access code **trp** into the Company Email/Company ID field, and then click next:



15:47

Let's log in!

Company Email or Company ID
trp

Enter your Company Email Address or your Company ID

Company Email Address

If you have a company email address you can use this to log in.

Example: me@mycompany.com

Company ID

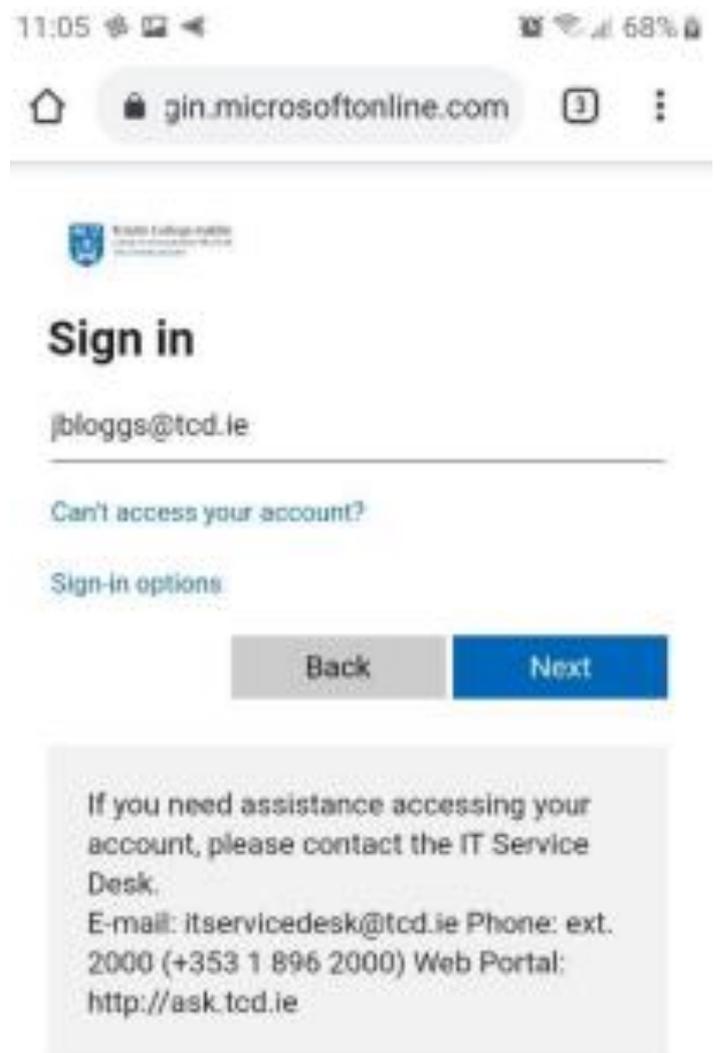
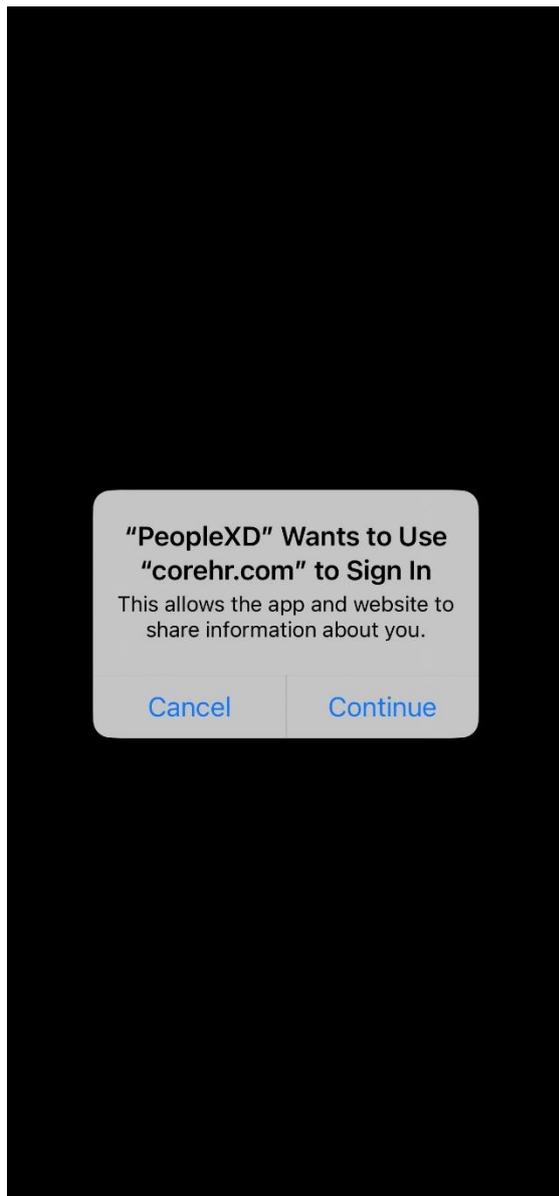
You can also log in with your Company ID.

Your HR Administrator or a colleague can provide you with this.

Example: mycmp

NEXT

Because we use Office365 to login to our CorePortal accounts, the app needs to validate users by re-directing to a web page on the mobile phone as part of the logging on process. This will then open a web browser which will prompt you to log into your TCD email account. Enter details as appropriate. If you do not have your TCD e-mail address/password, please contact the HR Service Centre (HR@tcd.ie) for more help:



Enter your password and click Sign In – this will activate the two-factor authentication mechanism. You will receive a text message or similar with a pin number to enter:

Enter password

.....|

[Forgot my password](#)

Sign in



A mobile keyboard overlay is shown below the password field. It features a search bar at the top with a magnifying glass icon. Below the search bar are several icons: a clock, a speech bubble, a document, a microphone, a gear, and a three-dot menu. The keyboard itself has a standard QWERTY layout with numbers 1-0 on the top row, letters q-w-e-r-t-y-u-i-o-p on the second row, a-s-d-f-g-h-j-k-l on the third row, an arrow key, z-x-c-v-b-n-m, and a backspace key on the fourth row. The bottom row includes a "#1" key, a comma key, a spacebar with "English (UK)" text, a period key, and a "Next" key.

Enter code

We texted your phone +XXX XXXXXXXX22. Please enter the code to sign in.

843636

Don't ask again for 30 days

Having trouble? [Sign in another way](#)

[More information](#)

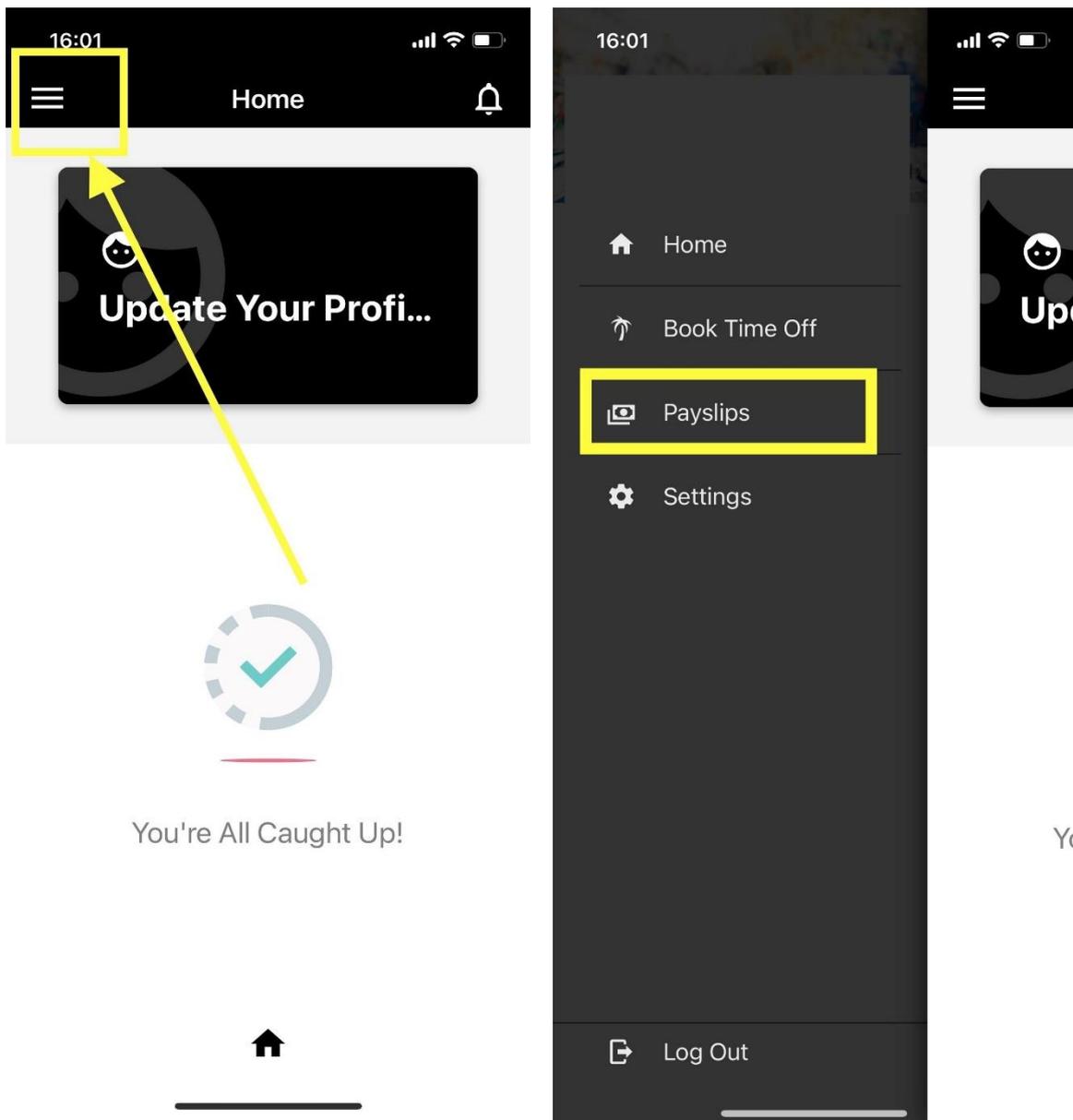
Verify

If you need assistance accessing your account, please contact the IT Service Desk. E-mail: itservicedesk@tcd.ie
Phone: ext. 2000 (+353 1 896 2000) Web

3. Home Page

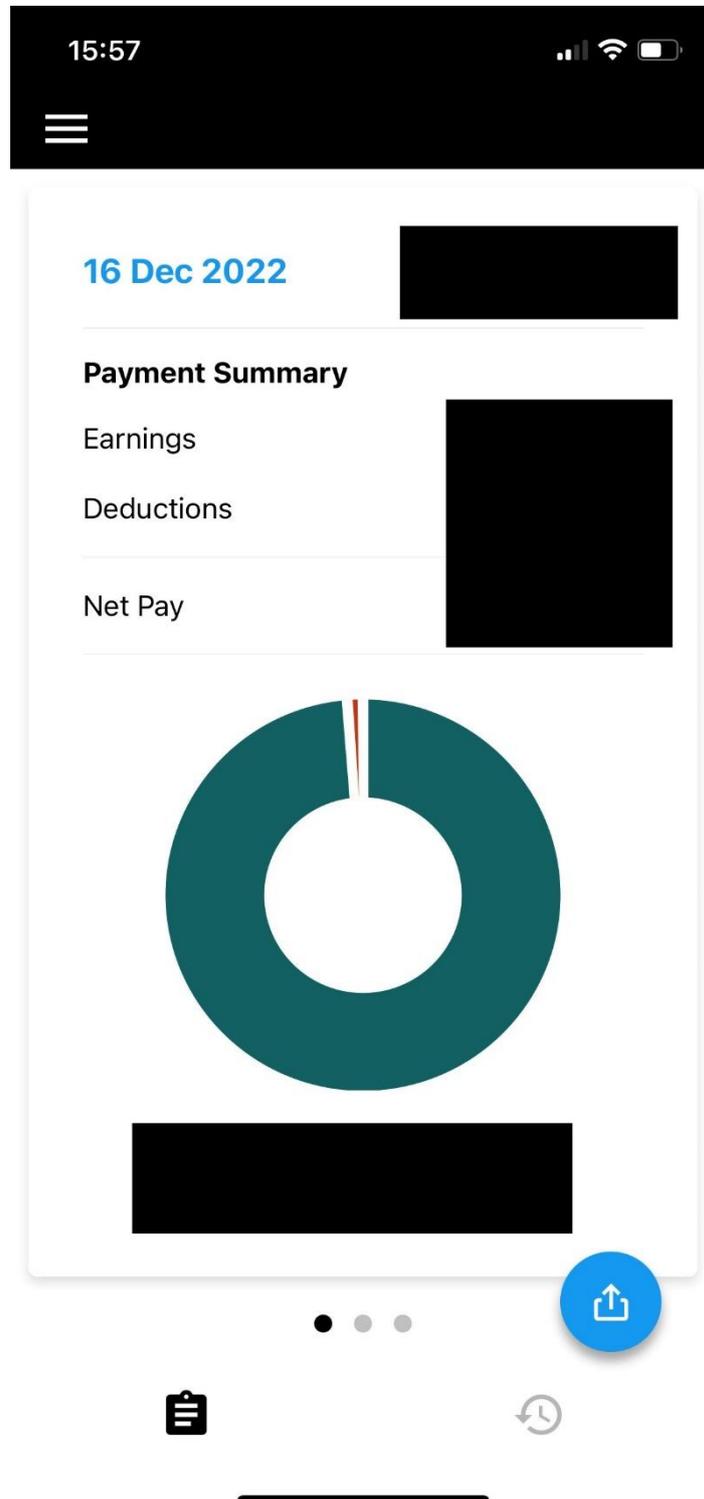
Once you have logged in, you will be brought to the PeopleXD home page. In the top left corner, there are three bars. If you click these, a side menu will open. Clicking on Payslips will then allow you to view your payslips.

This menu will also allow you to log out of the app when you are done.

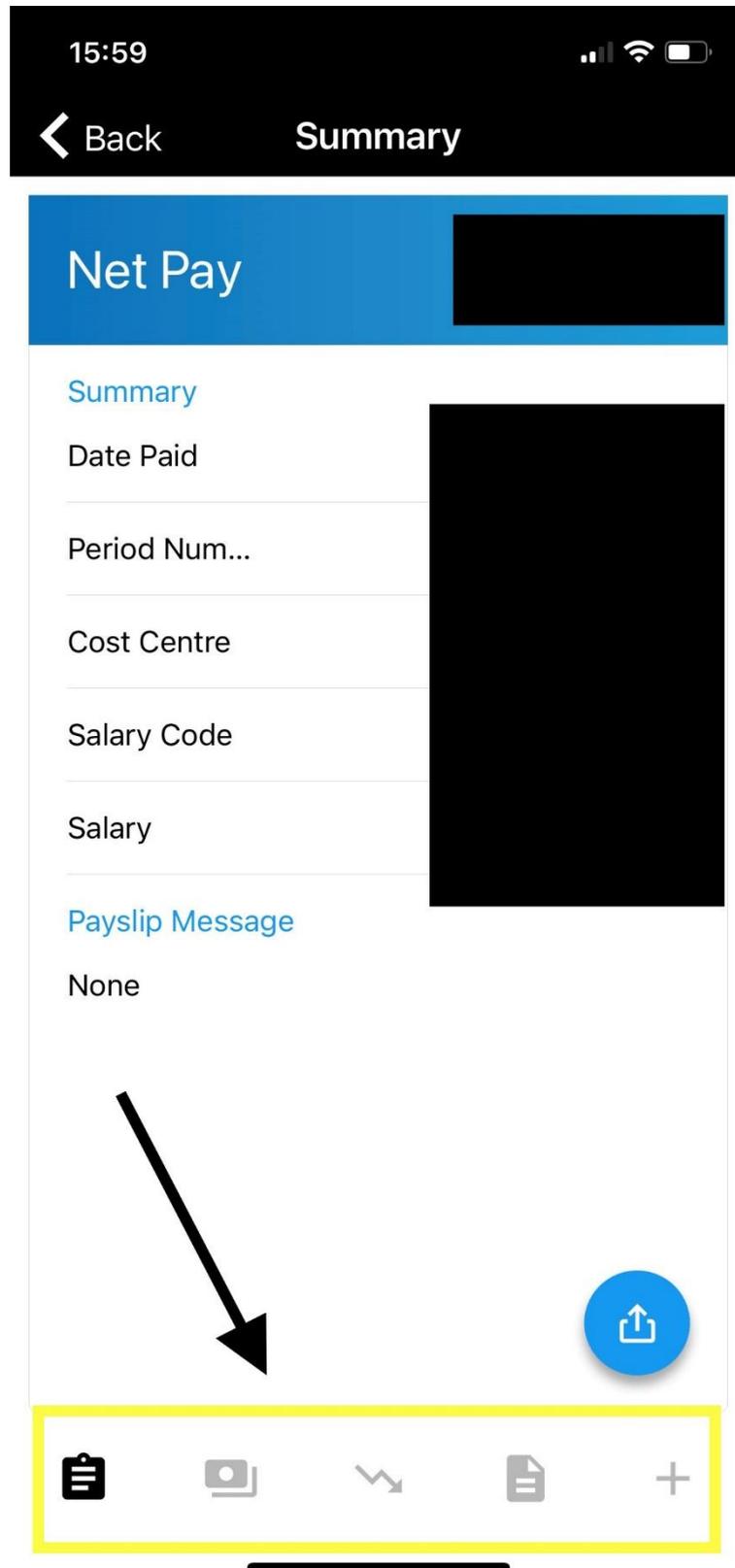


4. Payslips

Once you have clicked on Payslips, you will be brought to the below screen which shows a summary of your most recent payslip. The blue share icon in the bottom righthand corner will allow you to save a PDF of your payslip:



Clicking on the date will bring you to a more in-depth breakdown of your payslip. Clicking on the icons at the bottom of the screen will bring you to Summary, Earnings, Deductions, Details, and Cumulatives:



Alternatively, clicking the clock icon on the bottom of the main Payslip screen will allow you to view your past payslips. Clicking on any of the dates will give you a more in-depth view of each payslip:

