



University of Connecticut

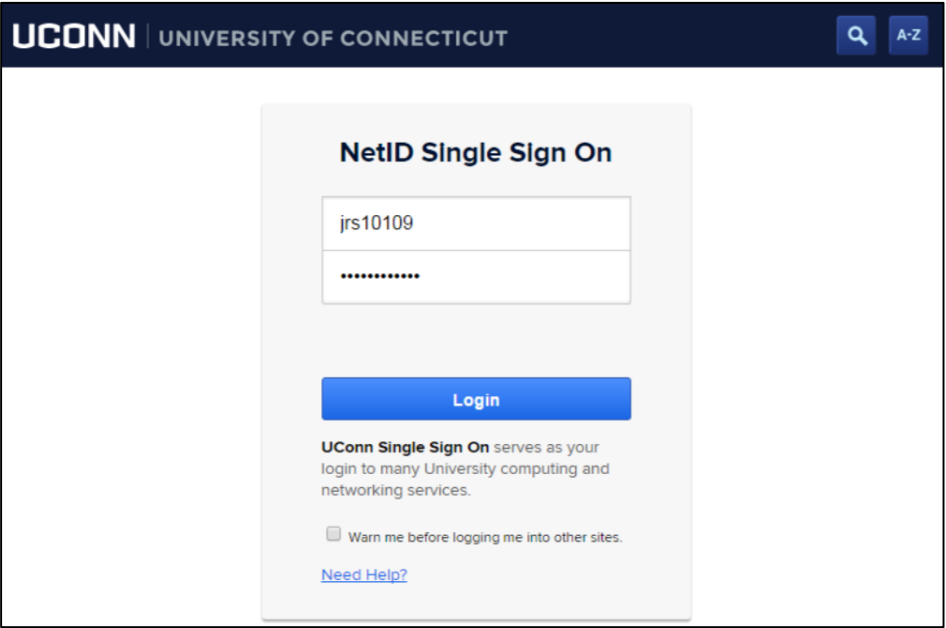
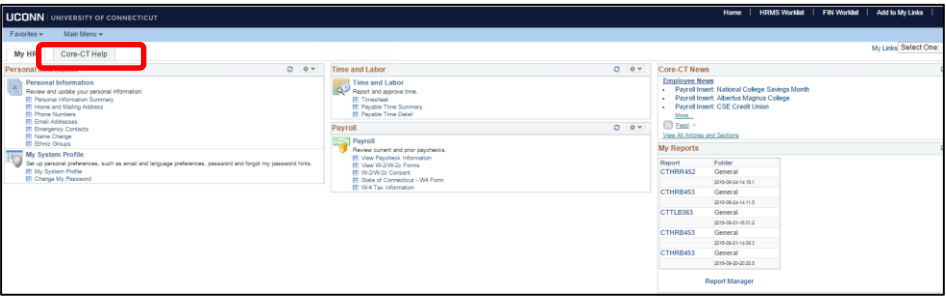

Accessing UPKs

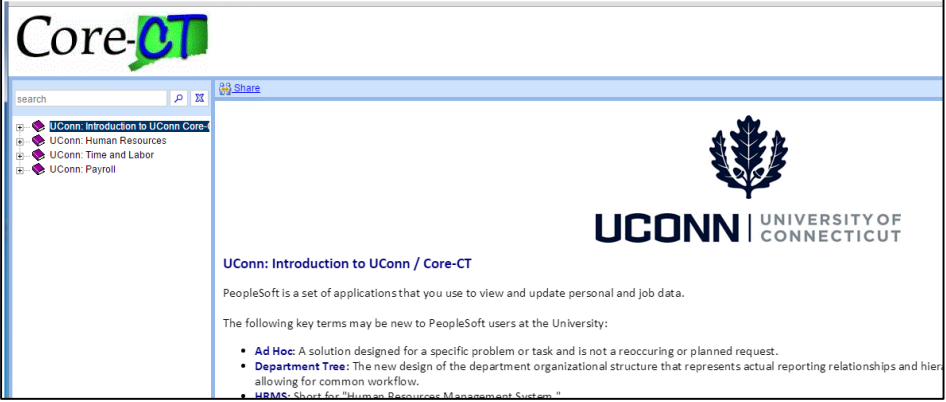

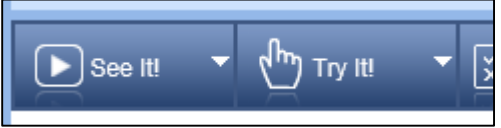
Overview

User Productivity Kits (UPKs) are online, interactive job aids the University published as additional training resources. UPKs are housed inside the Core-CT system, and can be found on the **Core-CT Help** tab. Use this job aid to navigate to and play UConn UPKs.

Process Steps

Step	Action	Screenshot
1	All employees will navigate to http://ess.uconn.edu to log in to Core-CT.	
2	<p>On the UConn Employee Self Service Portal page, you have direct access to Core-CT and other employee resources.</p> <p>Click on the NetID Login button to open the NetID Single Sign On page.</p>	

Step	Action	Screenshot
3	<p>On the NetID Single Sign On page, enter the following:</p> <ul style="list-style-type: none"> • NetID: Enter your NetID. • Password: Enter the password associated with your Net ID. <p>When the two fields have been entered, click Login to open the Core-CT homepage.</p>	
4	<p>On the Core-CT homepage, click on the Core-CT Help tab.</p>	
5	<p>Under the UPK (User Productivity Kit) section, click UConn UPK to open the list of available UConn UPKs.</p>	

Step	Action	Screenshot
6	<p>On the UConn UPK page, the list of available UPKs is broken out by modules:</p> <ul style="list-style-type: none"> • Introduction to UConn Core-CT • Human Resources • Time and Labor • Payroll <p>Click on the plus sign to open the list of UPKs.</p>	
7	<p>Select a UPK. In this example, the user is selecting UConn: Entering Time.</p> <p>Click UConn: Entering Time.</p>	
8	<p>There are two modes to view the UPK:</p> <ul style="list-style-type: none"> • See It: A scenario provides on-screen instructions and lets users <u>watch</u> a recording of a transaction being completed. • Try It: A scenario that gives users step-by-step instructions to <u>practice</u> completing the transaction. <p>Select the mode in which to complete the scenario.</p>	
9	<p>The UPK will open in the selected mode.</p> <p>Note: Click Pause to ensure adequate time to read the text on each pane. Press the Enter key to move through the panes.</p>	