

How do I register for CorePortal?

- **Step 1** – You will receive a registration email in advance of your migration to ESBS.
- **Step 2** – Click on hyperlink at bottom of your registration email as highlighted below.

Sample text from email

If you do not receive a verification email or if you have any queries please contact the Education Shared Business Services (ESBS) Helpdesk at 01 889 2398 or etbpayrollhelpdesk@esbs.gov.ie

Note: This email address cannot accept replies.

Sincerely,
ESBS ETB Payroll Helpdesk

https://my.corehr.com/pls/coreportal_esbsetbp/cp_registration.activate?p=XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX=en&action=saas

This will direct you to your registration page where you will be presented with the following message

To activate your new Coreportal account you are required to fully complete this activation form. First set a password and then confirm this password. In order to help password recovery process select some security questions and answers. You will need these if you forget your password and wish to initiate a password recovery process. All information provided is held securely using latest encryption methods.

- **Step 3** – Confirm the last 4 digits of your Payroll Bank Account.

Last four characters of your IBAN

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| * | * | * | * |
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obscure content

- **Step 4** – Enter and confirm your password.

▲ Your Password

New Password

Confirm Password

Please Note the password requirement as specified in registration email

**Must be minimum of 8 characters and must include:
1 Uppercase, 1 Lowercase, 1 Number and 1 Special Character**

- **Step 5** – Select 3 security questions and enter appropriate answers as per screenshot below.

These are case sensitive

Select 3 Security Questions and enter appropriate answer

1. What is name of your first pet
2. Name your favourite holiday destination
3. Name your favourite childrens book
4. What was your childhood nickname
5. Where did you meet your spouse/significant other
6. What is your oldest siblings birthday month and year (e.g. 01/1960 or MMYYYY)
7. What is name of your favourite childhood toy
8. Name of your favourite event/concert you attended
9. Name of the first album you purchased

Security questions for recovery assistance

Question One
select question One
Answer One
answer to question One

Question Two
select question Two
Answer Two
answer to question Two

Question Three
select question Three
Answer Three
answer to question Three

- **Step 6** – Click on tick box for Terms of Service and select ‘Activate Account’.

Terms of Service: By signing up, you agree to our Terms of Service.

Activate Account

- **Step 7** – You will be brought to your account landing page.

Please note:

You can expand the tabs on the LHS of the screen by clicking on the elipses beside the Employee Dashboard.

Employee Dashboard

Search Dashboards or Widgets

AM

Employee Dashboard

Time

Pay

Expense

My Pension

ESBS

My Clockings REGISTER TIME ACTIONS

Last Clock Time: 11:51

Balances BALANCE

Annual Leave (Jan to Dec P... 6.00 days VIEW

Combined Sick 181.00 days VIEW

Self Certified Sick (2 yrs roll... 6.00 days VIEW

Sick 92 Dys @ Full Pay 90.00 days VIEW

Sick 91 dys @ 1/2 pay 91.00 days VIEW

March 2021 SELECT DAY SELECT WEEK TODAY

Shifts Absences Leave Requests Attendance Clockings Training

Mon 22-Mar-2021 Standard Day

Leave Request Parental Leave - Child 1 1 Day(s)

Tue 23-Mar-2021

- **Step 8** – You will receive a confirmation email following successful registration.

Xxxx

You have successfully completed your CorePortal account activation.

Please note your new Employee Number is <<PERSONNEL_NO>>. Please quote this number on all future correspondence with ESBS. This number should also be quoted when setting up or amending any voluntary deductions from your salary, e.g. Trade Union Membership or Medical Insurance.

To access your account please click on the link below and enter your details.

https://my.corehr.com/pls/coreportal_esbsetbp