University of Connecticut

Basic Navigation in Core-CT
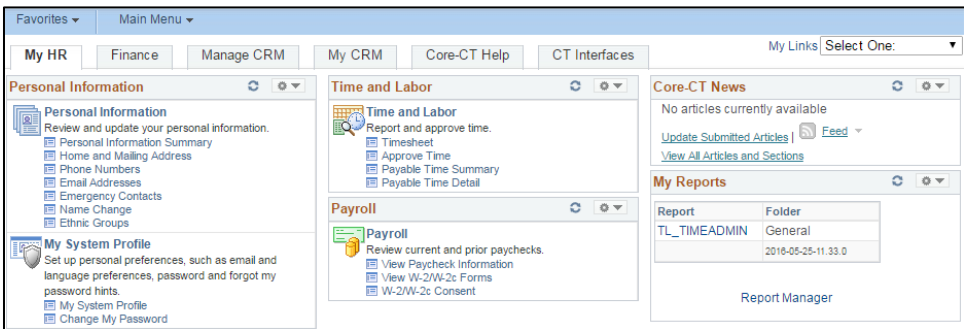
Overview

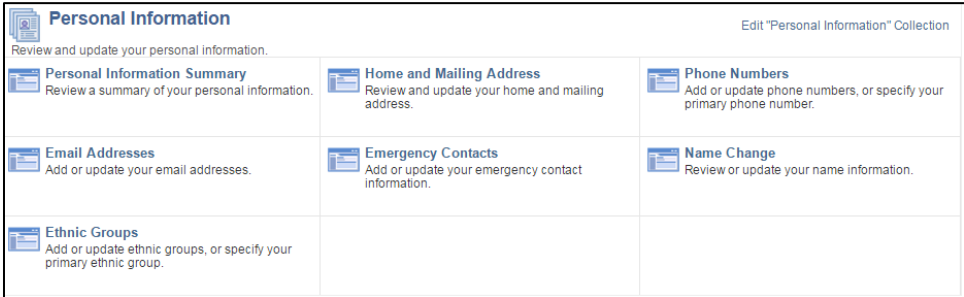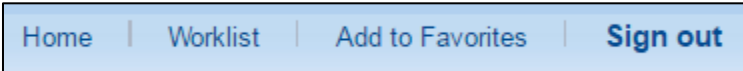This job aid is an introduction to basic navigation in Core-CT, to help employees familiarize themselves with the steps necessary to navigate within Core-CT pages.

Key Terms

Term	Description
Breadcrumbs	The trail of selected subfolders and/or components displayed across the top of the page; click any link in the breadcrumbs to view the sub-menu or component.
Favorites	Provides quick links to the five most recently used pages.
Main Menu	Located across the top of the page. Select the Main Menu drop-down menus to view the cascading subfolders available to you.
Navigation Header	Displayed at the top of every page. The Worklist includes **Home**, **Worklist**, **Add to Favorites**, and **Sign Out**.
Pagelet	A collection of common pages are displayed in Pagelet sections on the UConn Home page. To access the page, click on the direct link from the **Home** page to open.

UConn/Core CT Job Aid: Basic Navigation in Core-CT

Version 1.0

Process Steps

Step	Action	Screenshot
1	After logging into Core-CT with your NetID and password, the **UConn portal** page will open. Quick links to pages are available on the **UConn Portal** page. Access to these shortcuts is based on the employee's security.	
2	Quick links to pages are broken out by Core-CT module (for example, Personal Information). The most common pages associated with this module are listed within the module pagelet. Click on the individual link to navigate to the individual page. Click on the pagelet name (ex: **Personal Information**) to open review additional information about the module pages.	
3	Use the expanded pagelet to review additional information about the individual pages and to navigate to the various pages in Core-CT.	

Step	Action	Screenshot
4	Once you've navigated to the desired page, you can use the **Breadcrumb** to navigate through the pages instead of having to start from the **UConn Portal** page every time.	
5	The top right corner of the **UConn portal** page, and all subsequent pages, holds direct links to **Home,** the **Worklist, Add to Favorites,** and **Sign Out.** **Note:** Do not use the browser **Back** button to navigate between pages. This will cause you to lose your page, and may sign you out of Core-CT entirely. Instead, use the breadcrumbs at the top of the page, or return to the **UConn Portal** to start the navigation over.	 | Link	Description
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Home	Takes you back to the **UConn Portal** page
Worklist	Users select items pending their action from the **Worklist** and are presented with a link to the appropriate page to begin or complete work.
Add to Favorites	Enables users to create their own list of bookmarks.
Sign Out	Used to sign out of Core-CT. This is especially important when accessing Core-CT on a public computer or via a public network.	