## HRIS LOGIN GUIDE

- 1. Navigate to <a href="https://www.ucc.ie/en/hrinformationsystem/">https://www.ucc.ie/en/hrinformationsystem/</a>
- 2. Select the option HRIS Login Virtual App to access the Core system



3. You will be prompted to enter your UCC login credentials, i.e. your @ucc.ie email address and password.



 Once you access virtual app, select Desktops and please ensure you click on Staff Desktop – HRIS. If you do not see the HRIS desktop, please contact <u>hrissupport@ucc.ie</u>

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Desktops				
All (2) Favorites (1)				
Staff Desktop	Staff Desktop - HRIS			

5. Select the HRIS icon on the desktop



 Enter your HRIS login credentials, if you are unsure of details contact <u>hrissupport@ucc.ie</u>. <u>PLEASE NOTE THAT THE DATABASE HAS CHANGED TO UCCP</u>.</u> <u>Select Connect.</u>

Username:	Username	details, us UCCP in
Password: Database:	UCCP	Database field
(	Connect Cancel	)