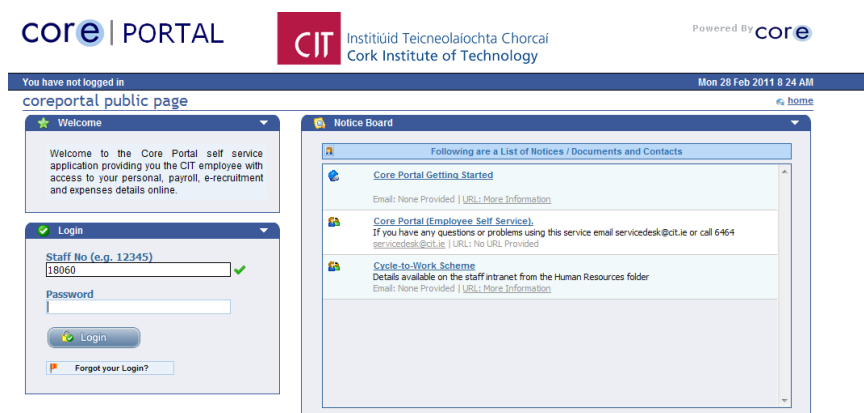


Core Portal - Employee Self Service is a pin-encrypted online self-service facility that provides CIT employees with secure access to **HR, Payroll, Expenses** and **e-Recruitment** details online.

The site may be accessed via : <https://gateway.cit.ie> or <https://ess.ancheim.ie/cit/>

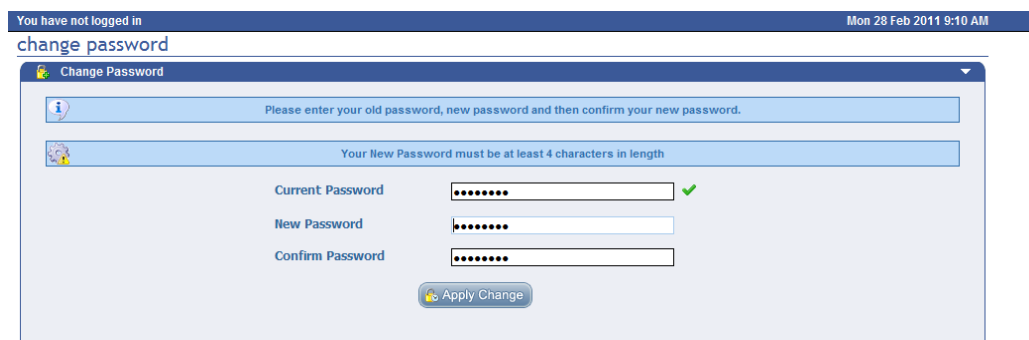
At the moment you must log in to the system on a **CIT computer** or **kiosk** that is connected to the CIT network. It is not available on the wireless networks for security reasons.

Core Portal Home Page



Put in your **5 digit staff no** and click on **Forgot your Login?**

- ↳ A **temp password will be emailed** to you (can take up to 10 minutes)
- ↳ You may then log on and **change the temporary password**
- ↳ The password should be **four to eight characters long** with a minimum of one **number** e.g. today5 or 6633 or january8 etc.



Support: contact the Servicedesk@cit.ie or **6464**