1. Navigate to https://www.ucc.ie/en/hrinformationsystem/
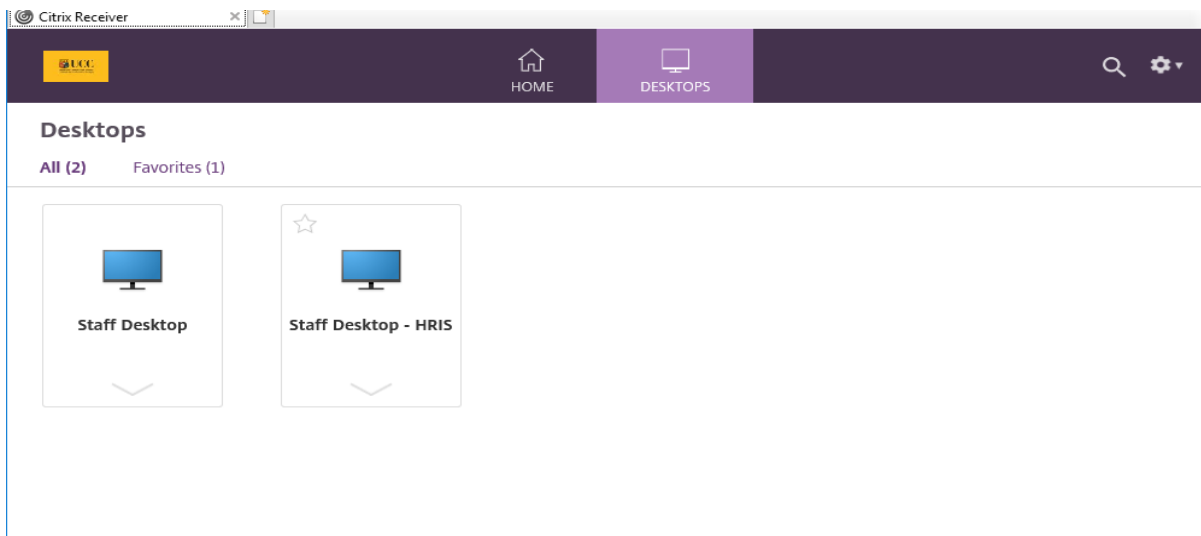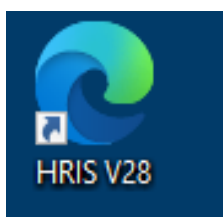2. Select the option HRIS Login – Virtual App to access the Core system

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

4. 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 hrissupport@ucc.ie

5. Select the HRIS icon on the desktop

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