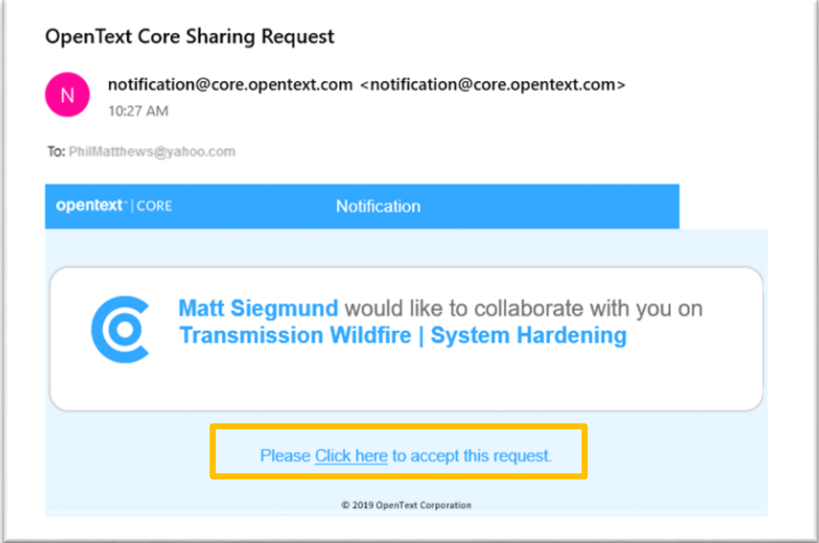


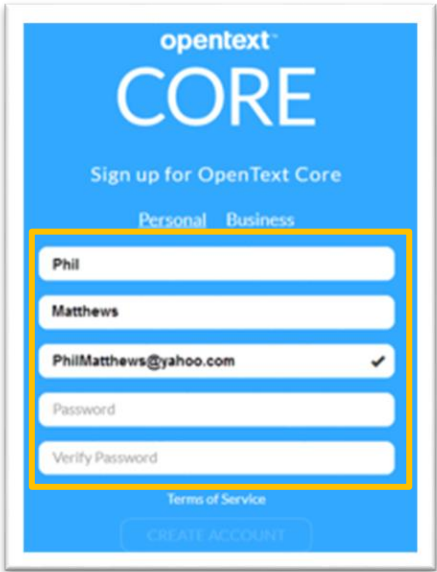



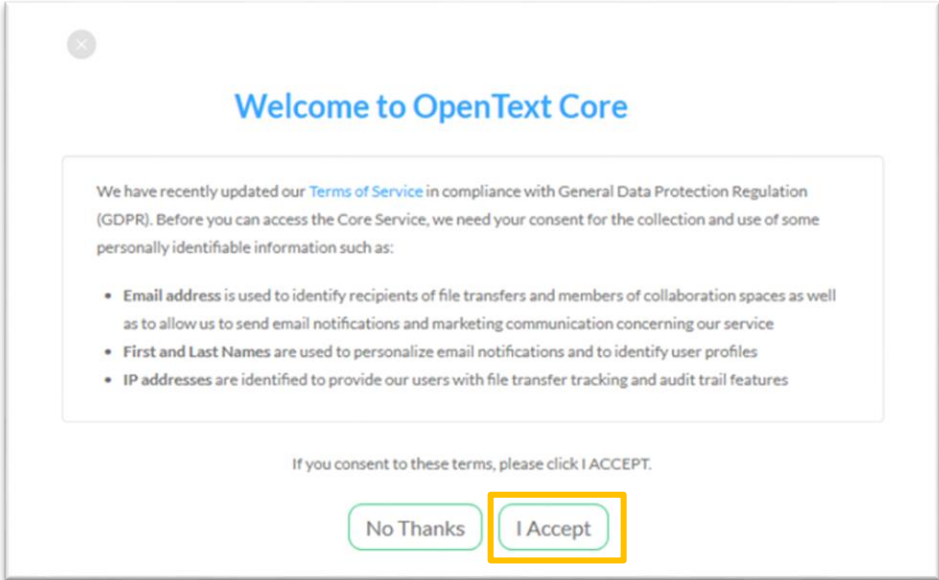
Create a CORE Account Using a Personal Computer - External

You will be receiving an email very soon from your administrator to allow you to install the CORE application on your desktop or laptop.

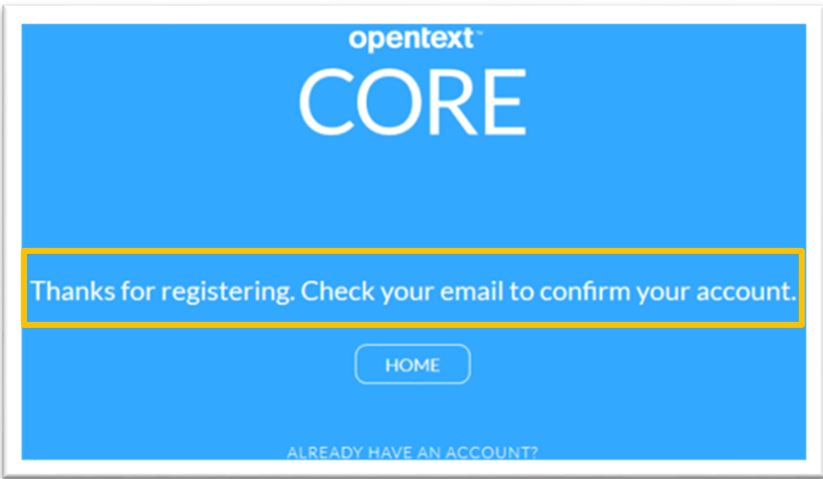
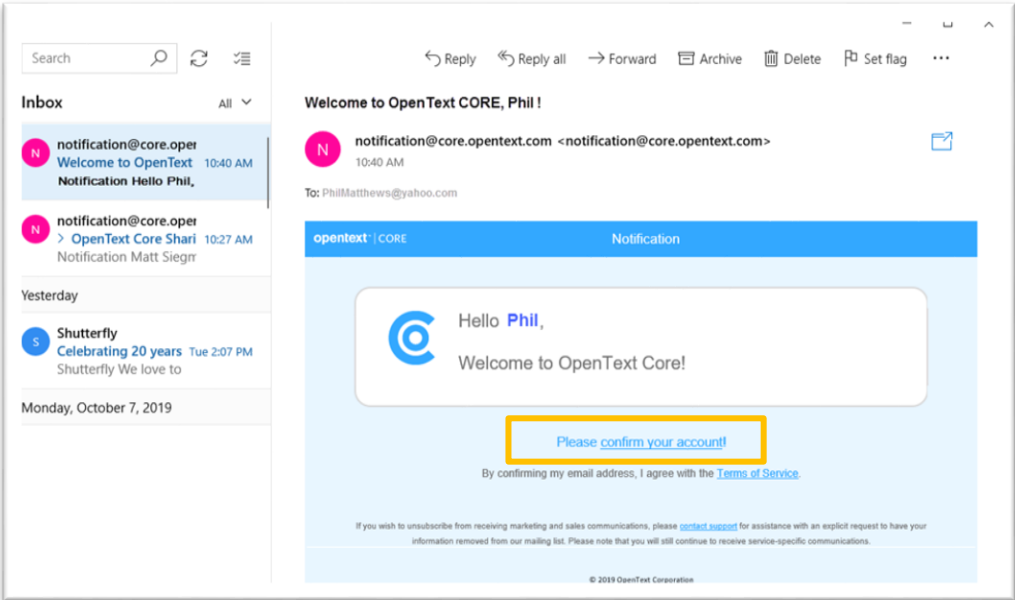
Create the CORE Account

Step	Description
1.	<p>When you receive the email from notifications@core.opentext.com, click the link in the email to open the CORE window.</p> 

Step	Description
2.	<p>In the CORE window, enter your name.</p> <p>Enter a password that you want to use for CORE. Your password must contain:</p> <ul style="list-style-type: none"> • 8+ Characters • Upper and Lowercase Letters • 1 number • 1 Special Character 
3.	<p>Once you have all the information entered, click Create Account.</p> 

Step	Description
4.	<p>Review the terms of service and click I Accept</p> 

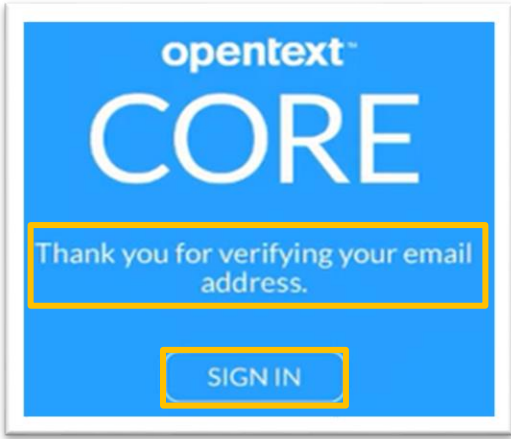
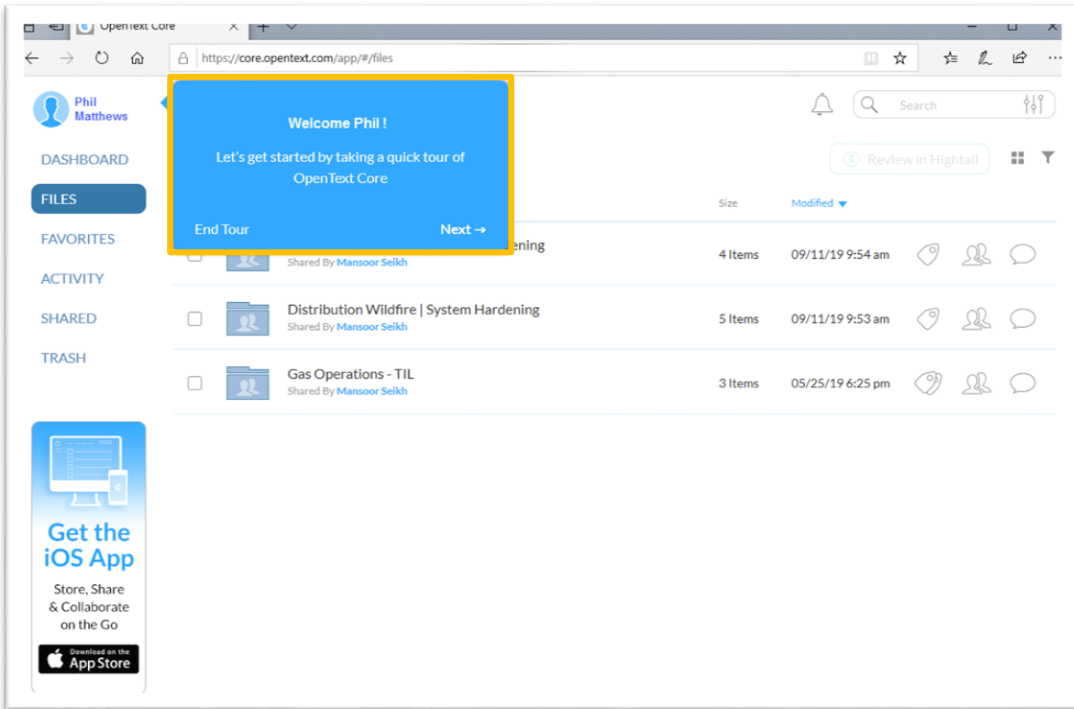
Confirm your Email Account

Step	Description
1.	<p>CORE displays a message requesting you to access your email and confirm your new CORE account.</p> 
2.	<p>Access your email account and find the email from notifications@core.opentext.com</p> <p>Click Confirm your account.</p> 



Create a CORE Account Using a Personal Computer - External

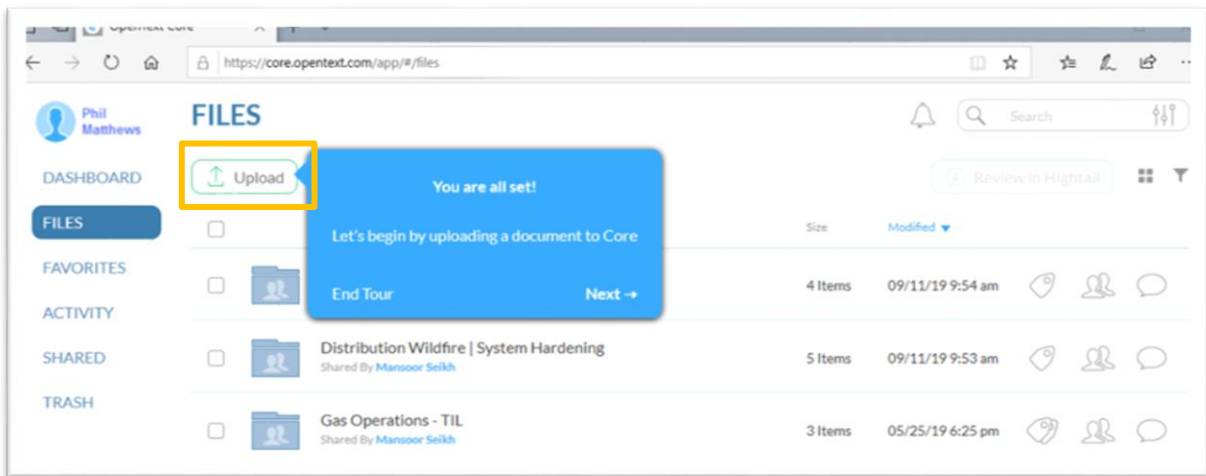
Sign in to your CORE Account

Step	Description
1.	<p>Once you have confirmed your email, CORE displays the Email Verification message. Click Sign In.</p> 
2.	<p>As a first-time user you can view these quick steps on how to use the CORE tool by clicking Next or you can End Tour.</p> 

Step	Description
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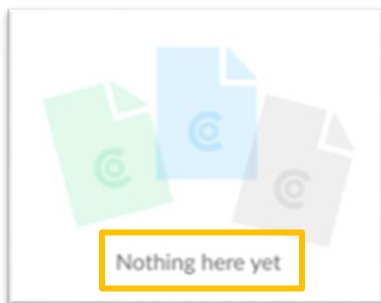
3. The **Upload** feature is your specific working area within CORE. This is your personal area that you own and manage. You can store your own content and share with whoever you feel needs to have access to it.

We do NOT recommend you copy anything from our PG&E shared location. Doing so would break the link that will ensure the document is updated with the latest information from PG&E.



You are now ready to start using CORE.

Note: If you get a blank screen with **Nothing here yet**, contact your CORE Admin to request the files that you need for your job.



If you need more help in navigating around CORE please review our list of training videos in the Training Folder to choose one that will help you to use this tool.



Create a CORE Account Using a Personal Computer - External

CORE Help

New to CORE? Click the **CORE Training Videos and Job Aids** folder to learn how to use CORE.

The screenshot shows the 'FILES' section of a user interface for Christie Truong. On the left is a navigation menu with options: DASHBOARD, FILES (highlighted), FAVORITES, ACTIVITY, SHARED, and TRASH. The main area is titled 'FILES' and contains two buttons: 'Upload' and 'New Folder'. Below these are two folders listed in a table:

<input type="checkbox"/>	Name
<input type="checkbox"/>	CORE Training Videos and Job Aids
<input type="checkbox"/>	Gas Operations - TIL Shared By Mansoor Seikh

The folder 'CORE Training Videos and Job Aids' is highlighted with a yellow border.