INSTRUCTIONS FOR CLOCKING IN/OUT

1. Dial 8-3939 on your designated phone. Dial 558-3939 when calling from an off-campus number.
2. Enter your Kronos ID and press #
3. You will be prompted for a password, if this is your first time, the default is “1111” and it will ask you to change it, otherwise just put in your password and Press #
   This will be the password you put in from now on.
4. Then it will ask you to enter a function, Press “1” to timestamp, when the lady says timestamp accepted you can hang up.

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