

Time Clock via **Computer** Instructions

On the District 87 website: Under: FOR STAFF
Kronos Time Clock System

Username: **lastname.6 digit ID#** (not case sensitive) i.e. Smith.109999

Password: *your password* (The first time you log in see *Kronos first time Log In Instructions*)

- Verify your name in the upper-right corner of the screen.

To **Punch In**: select **Clock In** Icon

Replies: ✓ **Punch Saved**

Log Out

To **Punch Out**: select **Clock Out** Icon

Replies: ✓ **Punch Saved**

Log Out