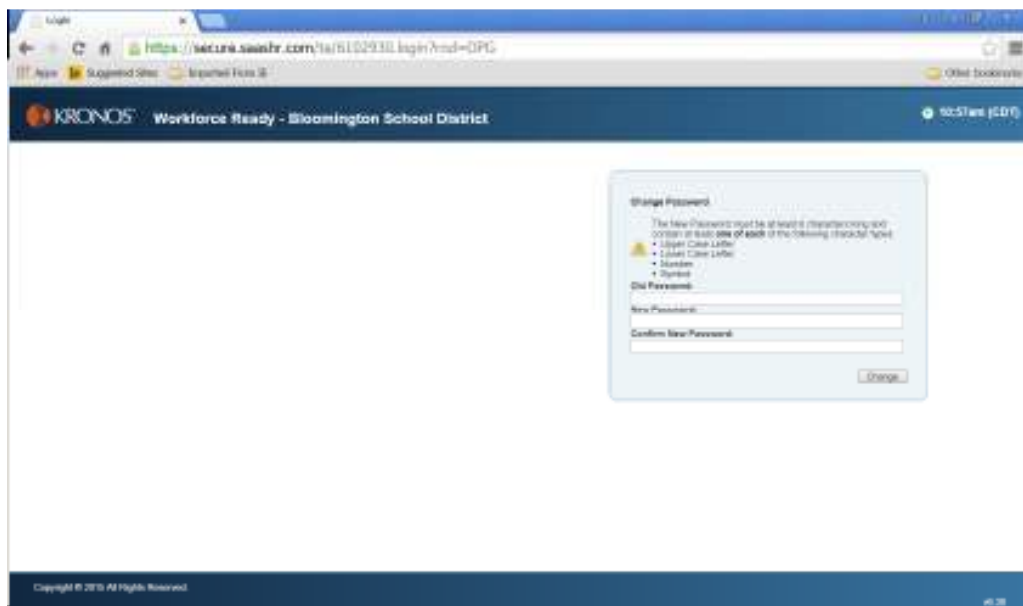


Kronos first time Log In Instructions

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: 123456 if that doesn't work, please use: Welcome1@

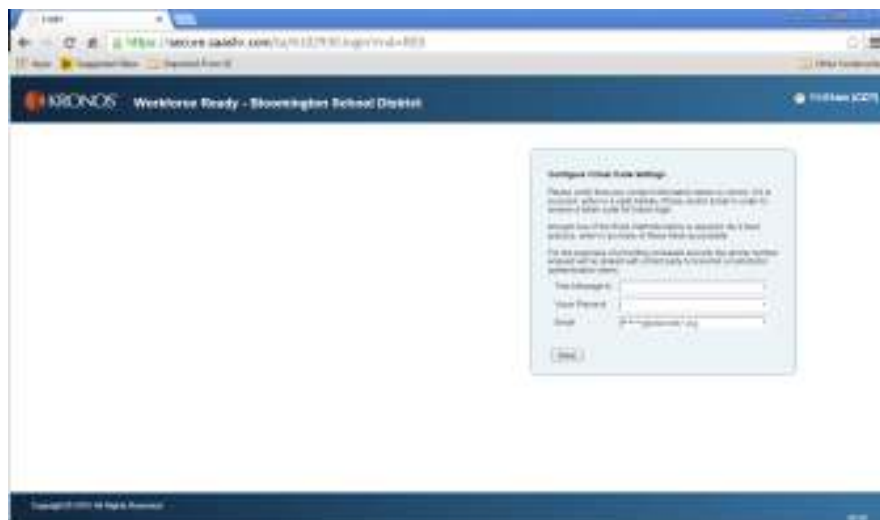


Change password using at least one of each of the following:

Uppercase letter, Lowercase letter, Number, Symbol --Example-- Password1\$

Complete the Virtual Code Settings (see below) by text, phone, and/or email (can use all).

The next time you log in you will request the code be sent via the method you entered then enter the code received.



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

If you need assistance with this process, please email or call Kristie Embry at embryk@district87.org or 827-6031 ext. 1009.