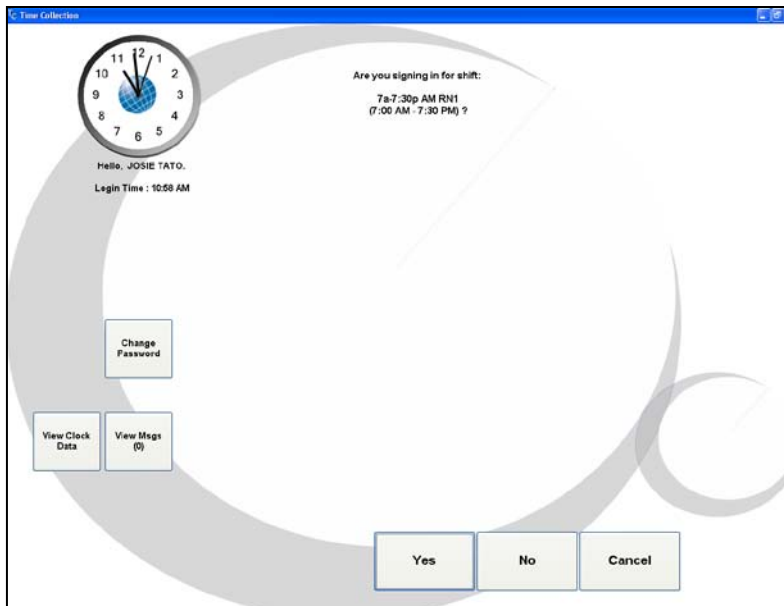
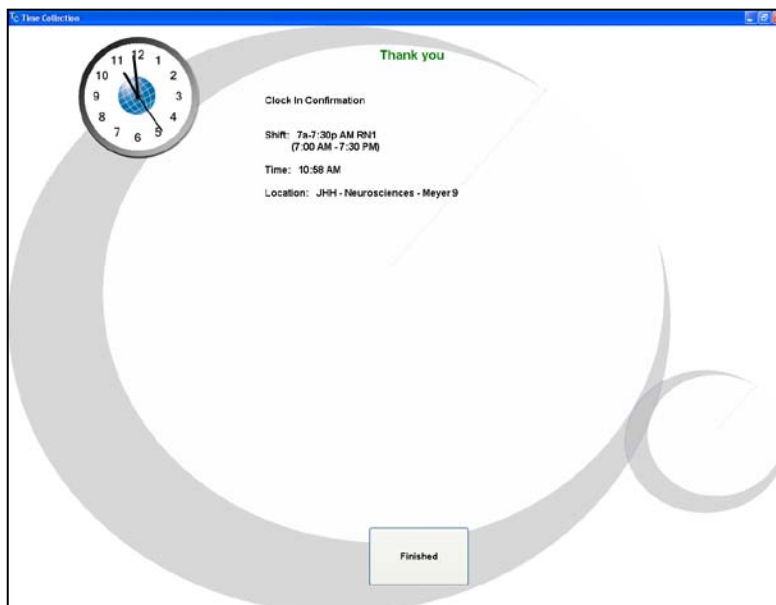


Clocking In

1. Swipe your badge.
(If you forgot your badge or your badge will not work you can sign in using your JHED ID and password)
2. The clock-in screen will display.
3. The screen will display with the shift you are scheduled for that day.

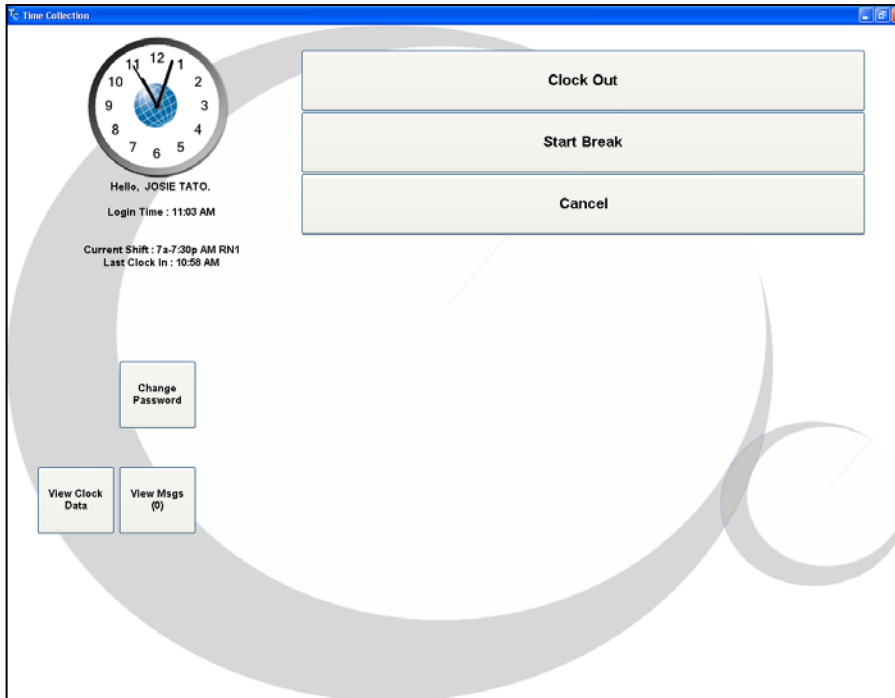


4. Select the 'Yes' button.
5. The screen below will appear, select the 'Finished' button



Clocking Out

1. At the end of your shift swipe in.
2. Select the 'Clock Out' button.



3. The screen below will appear, click the 'Finished' button.

