Clocking-In to the Wall-Clock

Badge Clock-In

1. If you have a badge, you will place it in front of the green lights at the top of the clock.

2. Select **Clock In**.

3. Confirm the name is correct and select **Continue**.

4. You will be prompted to select a job code and select **Continue**.

MUID and PIN Clock-In

1. If you do not have a badge, you will enter your MUID and PIN.

2. Select **Clock In**.

3. Confirm the name is correct and select **Continue**.

4. You will be prompted to select a job code and select **Continue**.