

Approver Log-In by WebClock



Manger/Approver Access

1. You can access the link through [MyMU \(Preferred log-in method\)](#). You will use your MU username and regular computer password
2. Direct Link - <https://124608.tcplusondemand.com/app/manager/#/ManagerLogOn/124608>
 - If you Log on by the direct link, you will use your MU username in the **User ID** field. Your password will be your 4-digit birth date (month, day) and last 6 of social. For example, if a user was born on August 18th and had the last 6 digits of their social was 4567890. Then the password would be 08184567890. You will be asked to create a password which you will use to log on after that.

The screenshot shows a login form for a Manager. At the top left is a blue person icon. To its right is the word "Manager". Below this is a "Select Company" dropdown menu with "Marshall University 1" selected. Underneath are three input fields: "User ID", "Password", and a blue "Log On" button. Three red arrows point from the right side of the form to the User ID field, the Password field, and the Log On button.

3. Click **Log On**.