

Training Sign-up from TU Portal:

1. Select Human Resources Training (left-hand side of the page, under TU Applications)
2. Select Learning Library
3. Under Learning Library, search for Kronos Beginner Training and enroll in the class to begin the session

****Note:** If you have enrolled in training previously and are going back to complete, search for Kronos training under the My Learning section. You will be able to continue the online videos.

Once training is complete:

1. Select "Administrative Systems Access" from TU Portal
2. Click "HR"
3. Click "Request access to applications"
4. Review information on screen for accuracy
5. Select "Kronos Time and Attendance"
6. Check the box "Grant/Modify" then hit "Complete Selections."
7. Follow the prompts on the request form and hit Submit.

Requesting access for a different user:

1. From TU Portal, click on Administrative Systems Access
2. Click on HR and choose Request access to applications
3. On the left-hand side, choose "Request Access for Different User"
4. Search for Rachel by last name or TUID and choose her name from the list
5. Click on "Kronos Time and Attendance" (under Access Groups)
6. Check off "Grant/Modify" and then click on Complete Selections
7. Under "Add Orgs Access" enter the 5 digit org to grant access to and then check off the checkbox at the bottom
8. Click "Submit" to send the request through