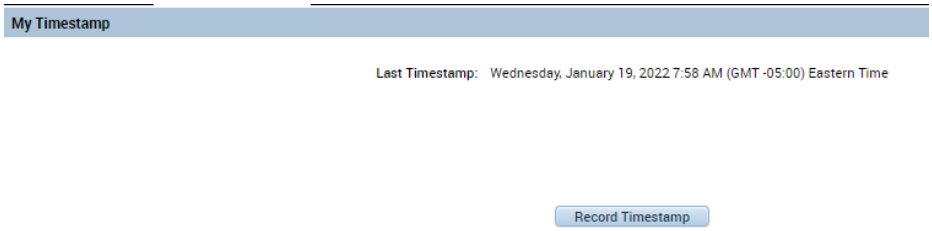
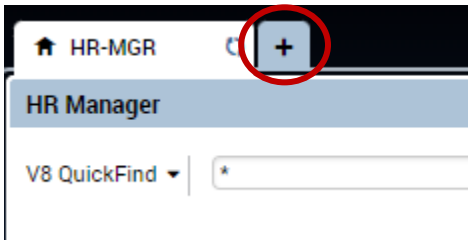
How to Log into Kronos

1. You have two options to access the Kronos website:
    a. Click on the **Kronos** link under TU Applications in TUportal
    b. Go to the Timekeeping page on the HR website and scroll down to the "Managing Your Work Time" section. Click on "Access Your Timecard" to expand the section, then click on **Kronos Login**.

2. When the new page opens, use your AccessNet username and password to log in (same login information as TUportal)

3. You will see an option to record a timestamp. Use this button to record Sign-in and Sign-out punches each day. You will also see your last timestamp at the top of the page.



NOTE: If you are also a timekeeper in the system, Kronos may not open to the "My Timestamp" tab when you log on. If needed, use the small + on the top, left-hand side and select "My Information" top open a new tab with the timestamp.