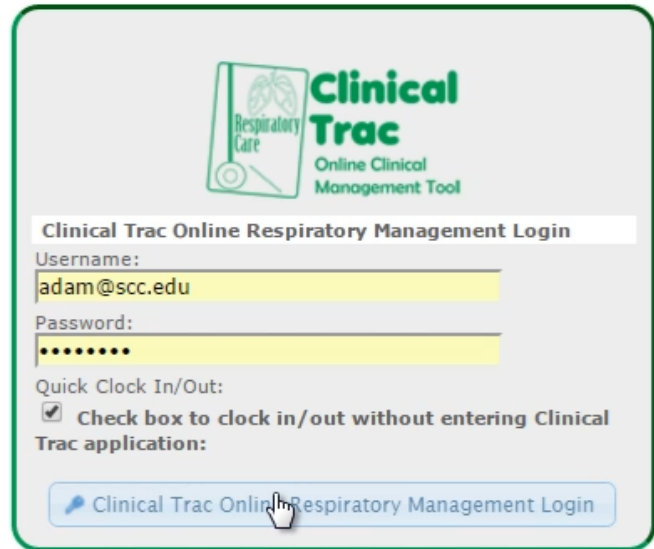
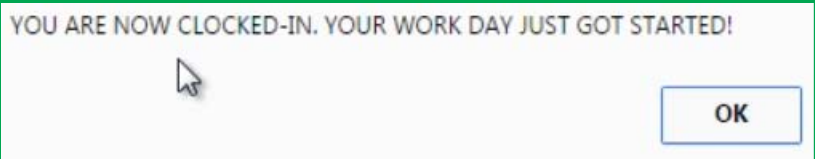


Clocking In and Out

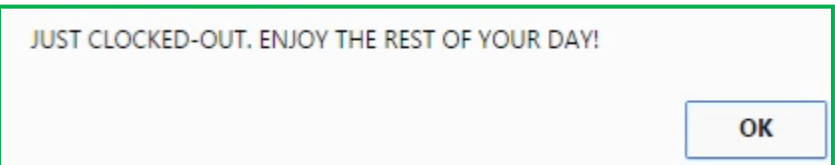
1. Type in the URL for your Clinical Trac system, as it was given to you when you were given your user name and password.
2. From this screen, enter your **Username** and your **Password**, select the “**Check box** to clock in/out without entering Clinical Trac application”, and then press the “**Login**” button.



3. When you have clocked in successfully, you will see the following popup message:



4. If you have correctly entered your username and password, selected the checkbox, and pressed the login button, and you get a popup message that says you’ve now **clocked out**, then you have left the **clock running** from your previous shift, and you have actually just clocked out from that prior shift. You need to **immediately** repeat the process to **correctly clock in**, and then enter a time **exception** to correct the previous incorrect clock out.



5. If you have **correctly entered your username** but **incorrectly entered your password**, you will get a **red error message** in the top left corner of the screen. You need to **immediately** repeat the process to **correctly clock in**.
6. If you have **incorrectly entered your username**, you will get no error message and no popup box informing you that you’ve clocked in or out. You need to **immediately** repeat the process to **correctly clock in**.
7. You **repeat** the exact process in reverse to **clock out**.

