

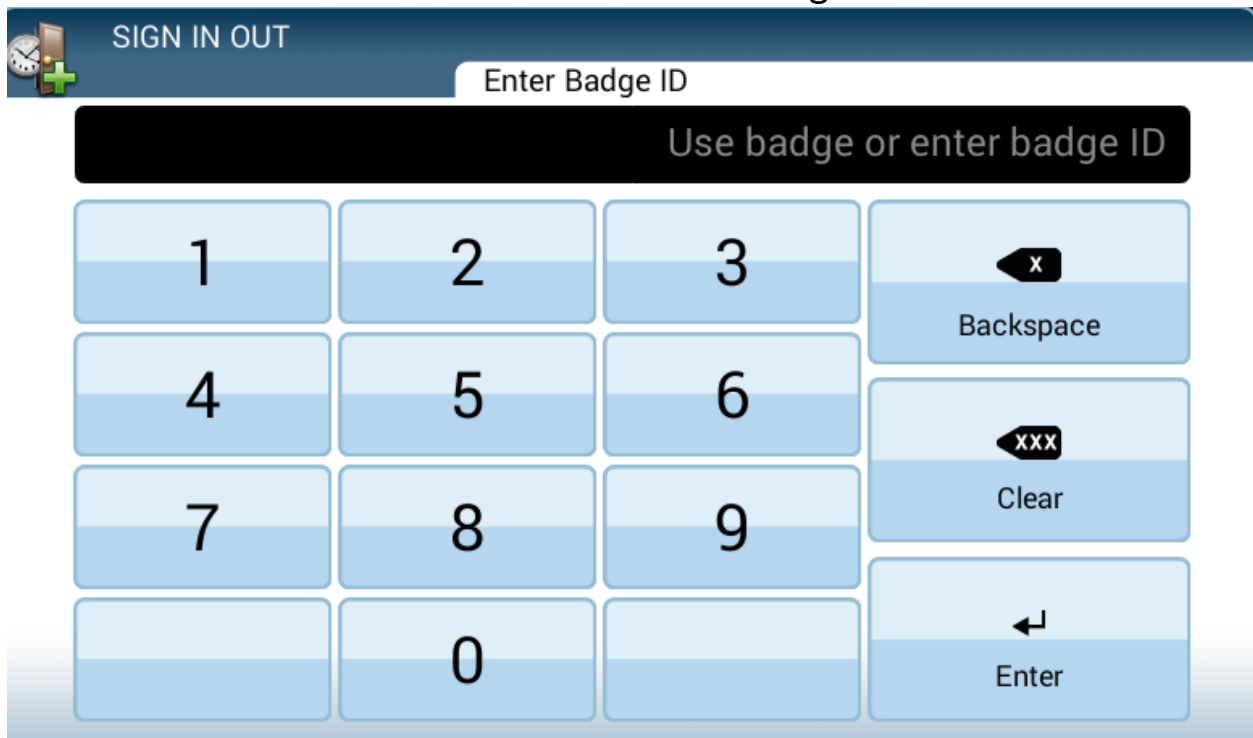
Summer School Sign In/Out instructions

#1 – Select the SIGN IN OUT button on the first page of the time clock.



#2 – Type your badge number using the number keys

#3 – Select the “Enter” button in the bottom right corner.



#4 – Select the same SIGN IN OUT button to logout and follow steps 2 and 3.