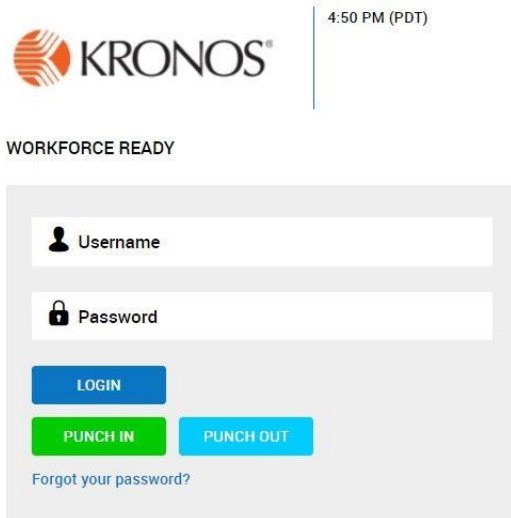To ALL CLASSIFIED STAFF:

As you are aware CUHSD is looking to having most employees work remotely (from home). Employees will still be required to check in every business day (Monday – Friday). You will be able to clock in via Kronos (time clock). You will be able to do this via computer and any mobile device. Please use the following link to access your account.

You will be asked to enter your user name (first letter of your first name and your last name) all should be in capital letters, i.e. JSMITH. The temporary password is 123456. Once you have logged in you will be asked to create a new password.

Once you begin working remotely, you will need to punch in no earlier than 7AM but no later than 8:30AM. Please create this account as soon as possible and enter your first punch so that we can assure your access is working. If you have any issues with this, please contact Jesus Bedolla at jbedolla@mycuhsd.org

NOTE: This does not work on Internet Explorer
https://secure4.saashr.com/ta/6020943.clock

DO NOT HIT ENTER, CLICK ON THE APPROPRIATE BOX -Enter Username: JSMITH (example) - Password: 123456 -PUNCH IN/OUT can be done by just entering Username and Password and clicking PUNCH IN/OUT no need to login

Entering Virtual Code Settings

When logging in for the first time, you may be prompted to configure virtual code settings. These settings are used to provide additional security when logging in.

1 In the **text message, voice message** or **email** fields, select an existing value using the drop-down menu or type a new value.

2 Click **Save**.

Configure Virtual Code Settings

Please verify that your contact information below is correct. If it is incorrect, enter in a valid Mobile, Phone and/or Email in order to receive a token code for future login.

At least one of the three methods below is required. As a best practice, enter in as many of these three as possible.

For the purposes of providing increased security the phone number entered will be shared with a third party to transmit a multi-factor authentication token.

1
- 999-999-9999
- 999-999-9999
- ben.edwards@mycompany.com

2 SAVE

KRONOS®   4:40 PM (PDT)

WORKFORCE READY

Configure Virtual Code Settings

Please select one of the following methods to validate your identity. A code will be sent to the method chosen.

You will need to enter this code after you receive it. It should only take a moment to receive it once you've made your selection.
Methods: ○ Text Message   ○ Voice   ● Email

Email will be sent to: m******r@cuhsd.net

SEND EMAIL

Enter Code

☐ By checking this box, the system will not require the entry of a code from this browser and computer with each login. If you do not login from this device at least once in the previous 30 days, the system will require a new verification code sent to you.

CONTINUE

DO NOT HIT ENTER, CLICK ON THE APPROPRIATE BOX

Check method and click send

Enter code

Check this box