

HOW TO LOGIN & USE KRONOS TO VIEW/ACCESS SCHEDULE

1. Go to <https://secure.entertimeonline.com/ta/Default.login> the following screen will appear.

Default Login

Company

Username:

Password:

Login

2. For **"Company"** enter **6115713**
3. For **"username"** enter first initial of first name and then last name ... IE: Name is John Doe, user name is **"JDoe"** ***Unless told otherwise that username is different***
4. For **"Password"** initial password is **123456**, at first logon you will be prompted to change password. Old password is 123456, new password is whatever you would like it to be.

Change Password

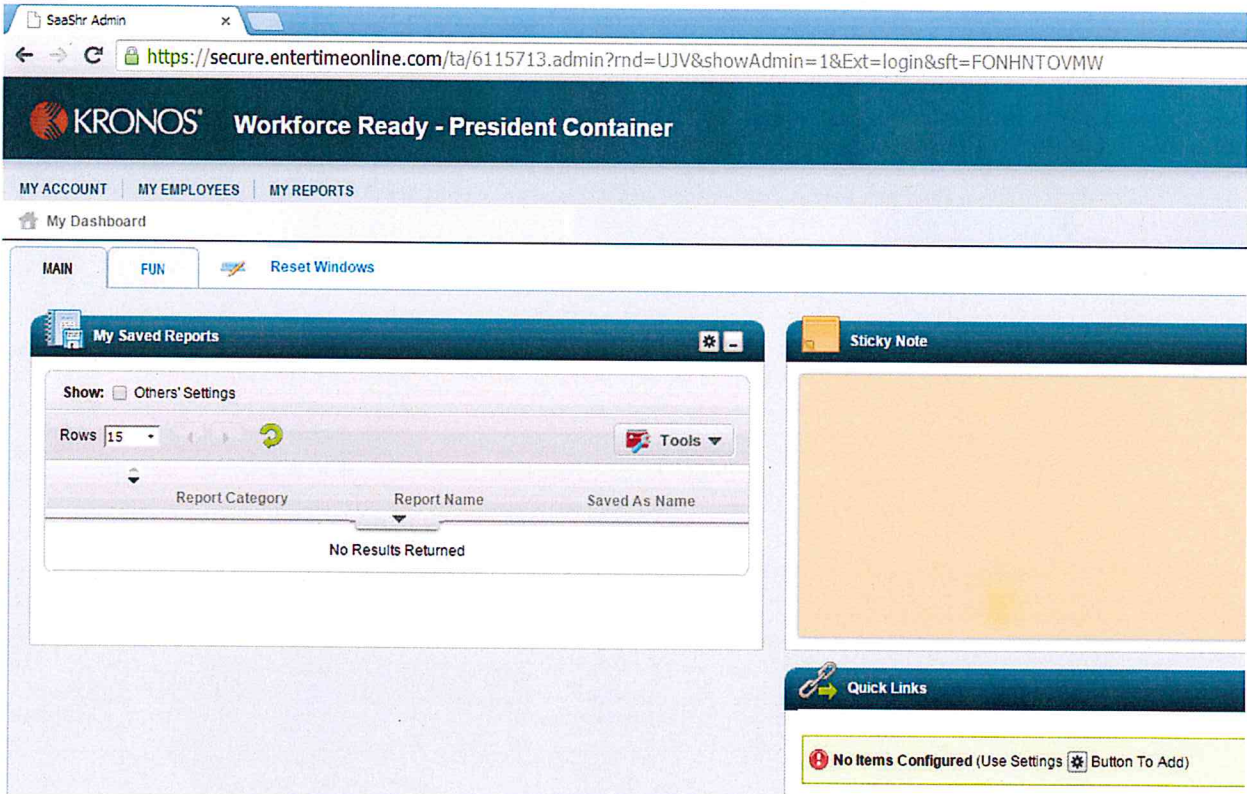
Old Password:

New Password:

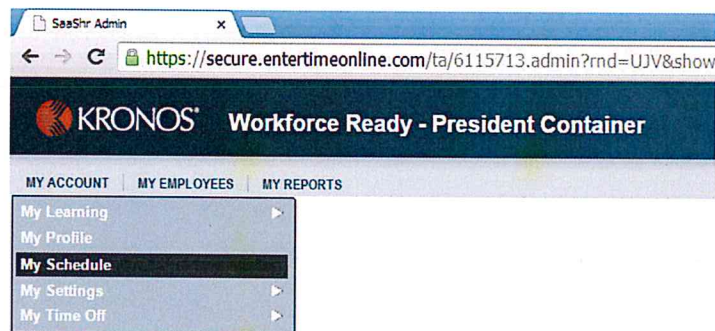
Confirm New Password:

Change

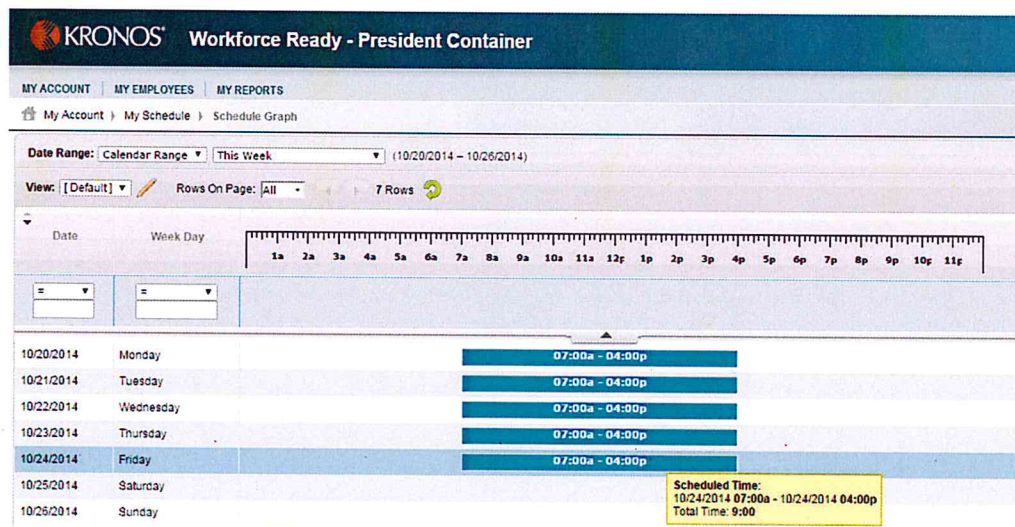
5. One logged in go to **"MY ACCOUNT"**



6. Then select **"MY SCHEDULE"**



7. You will be able to select which week you want to view by selecting the date range and inputting the appropriate date range or week you are looking for.



Date	Week Day	Time Slot
10/20/2014	Monday	07:00a - 04:00p
10/21/2014	Tuesday	07:00a - 04:00p
10/22/2014	Wednesday	07:00a - 04:00p
10/23/2014	Thursday	07:00a - 04:00p
10/24/2014	Friday	07:00a - 04:00p
10/25/2014	Saturday	
10/26/2014	Sunday	

Scheduled Time: 10/24/2014 07:00a - 10/24/2014 04:00p
Total Time: 9:00