# Kronos Workforce Solutions
How to Enroll in the Time Clock

In order to utilize the time clock method of tracking your time worked by clocking in and out with a finger tap, Washington Township Public School employees must first establish a fingerscan identity using the Kronos Workforce Solutions time clocks located in each District building (ask your supervisor for the location of the time clock if you are not familiar).
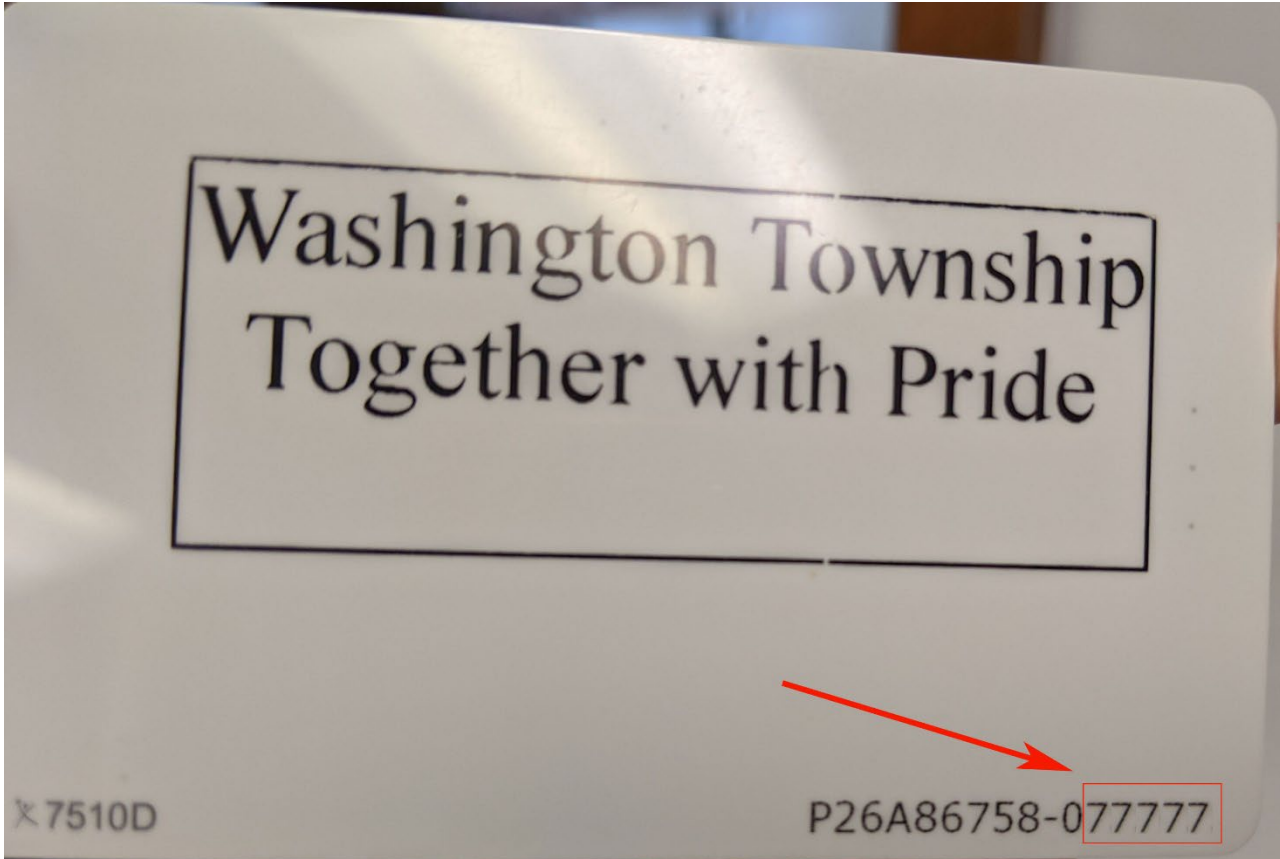
When approaching the time clock for the first time, click on the Enroll Finger button to begin the process:
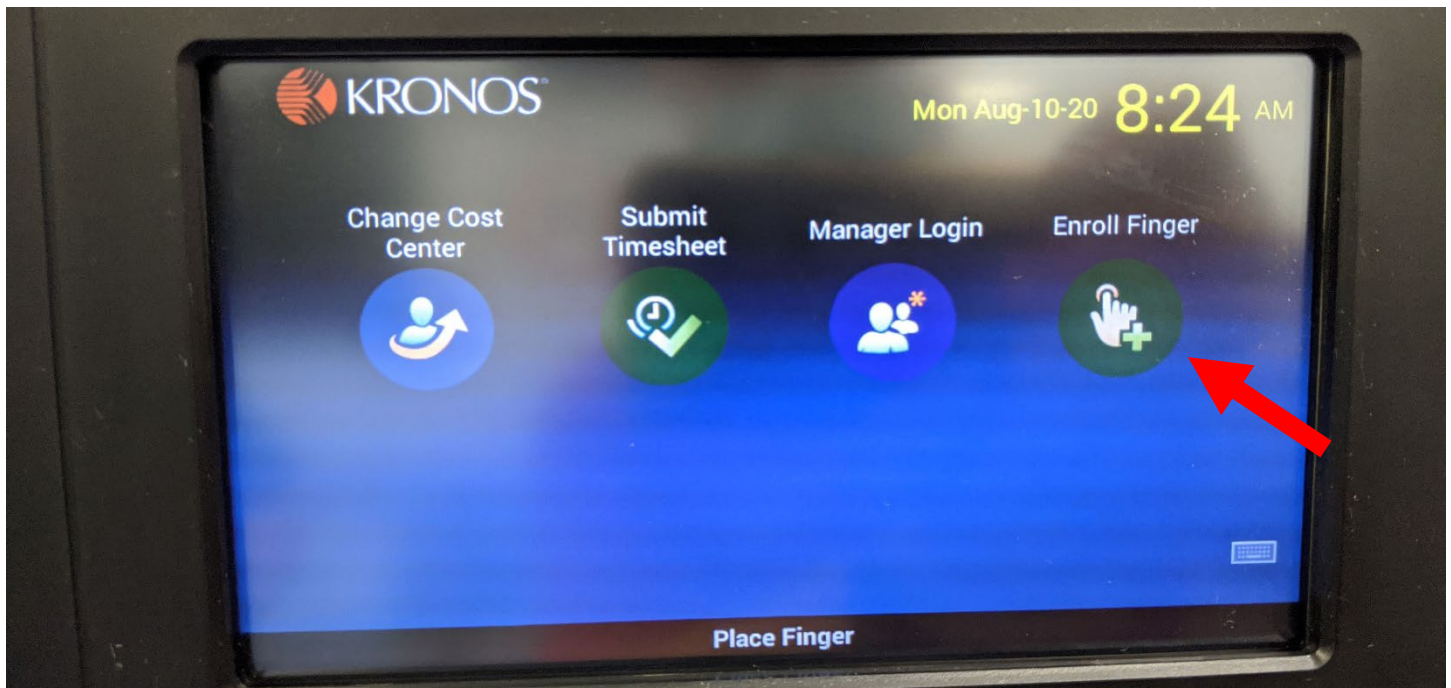
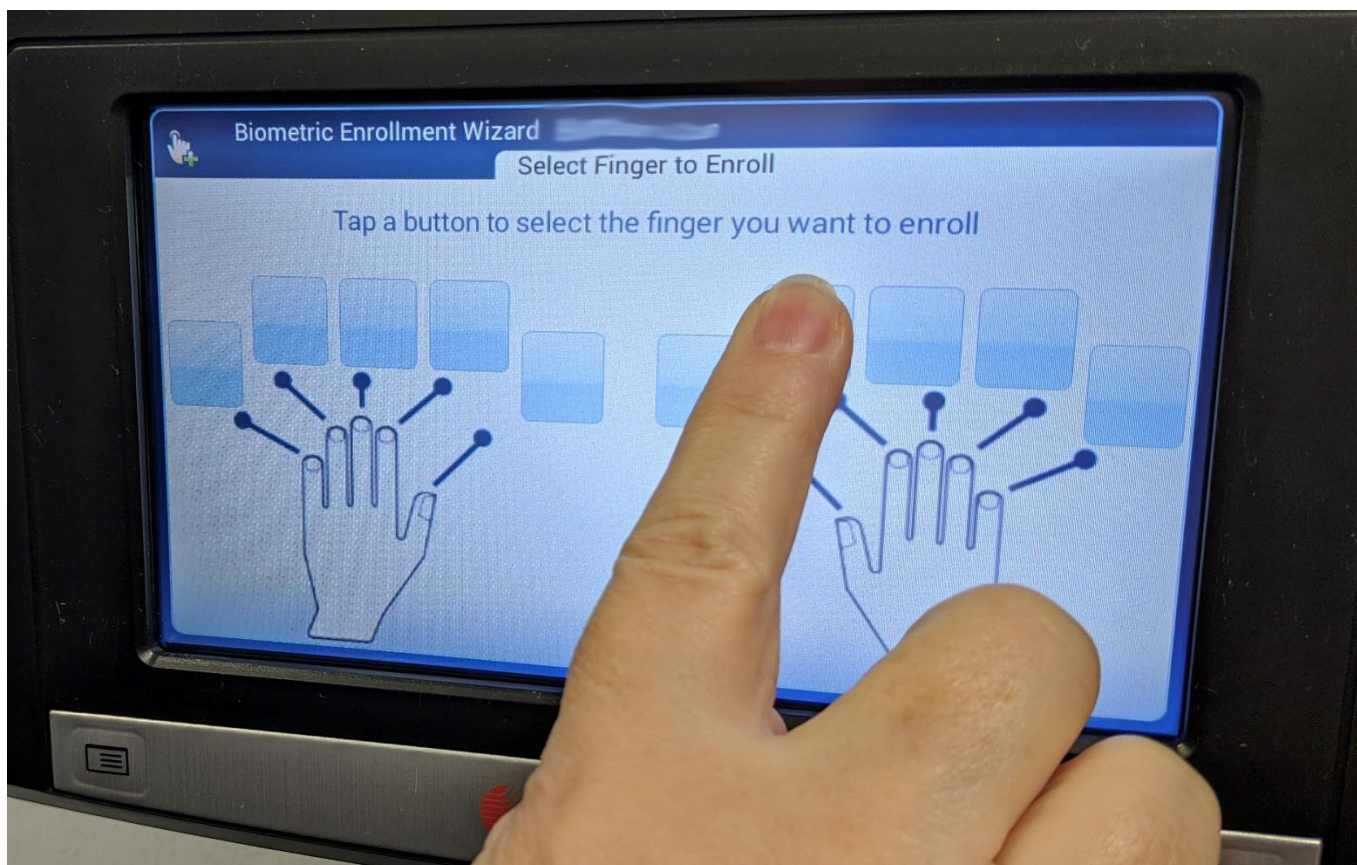On the keypad screen, enter your badge ID number:

The Badge ID number is the final sequence of numbers on the back of your badge, omitting the leading zero:
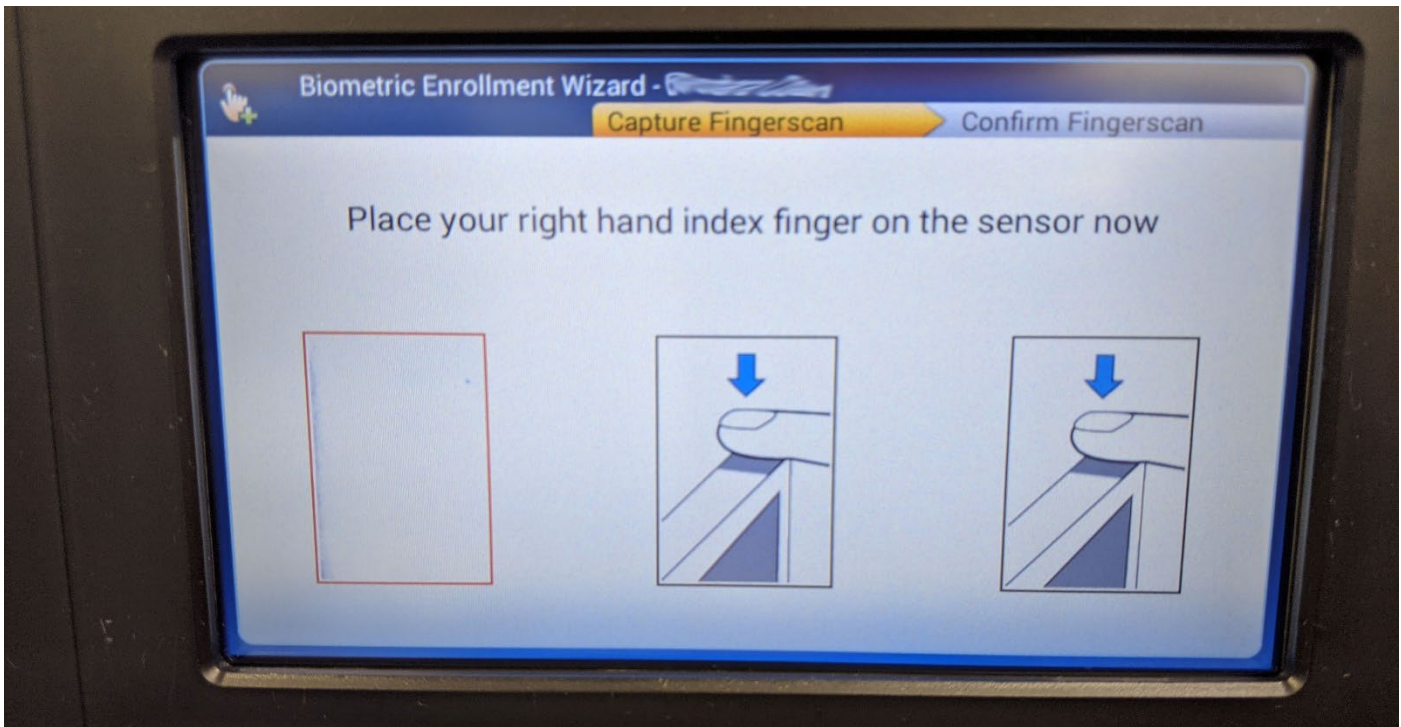
The next screen asks you to pick which finger to use when punching in using the clock:
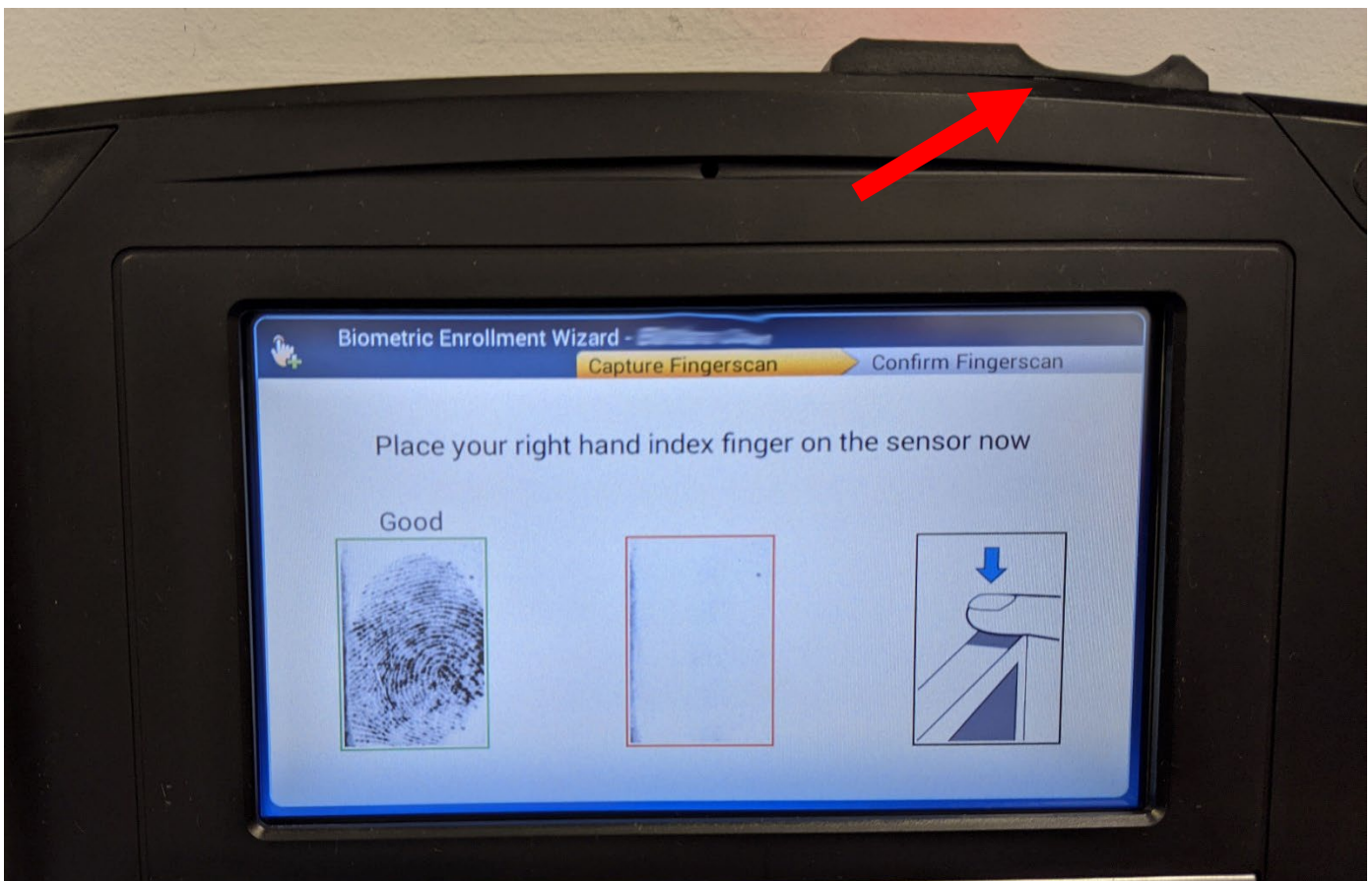

Touch the box that corresponds to the finger you want to use to punch the clock:
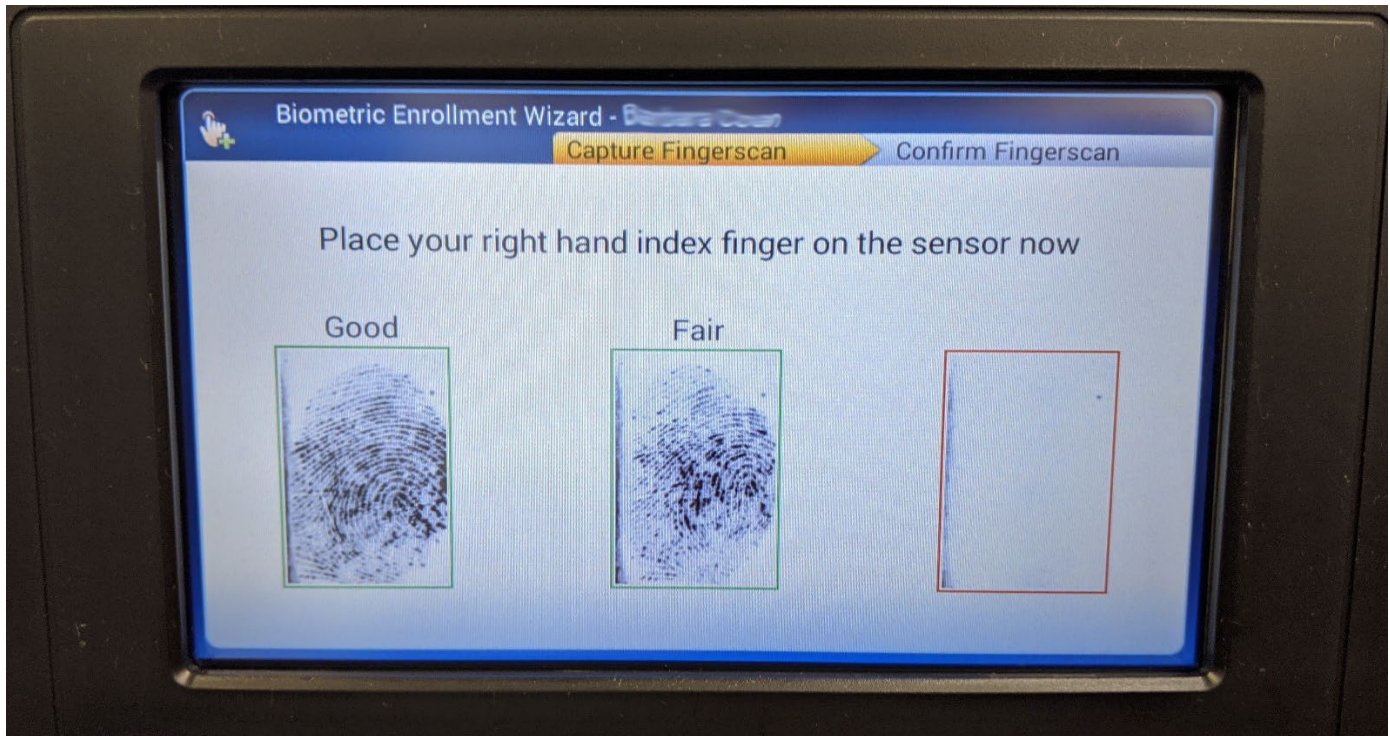
The clock will then ask you to place that finger on the sensor at the top of the clock:
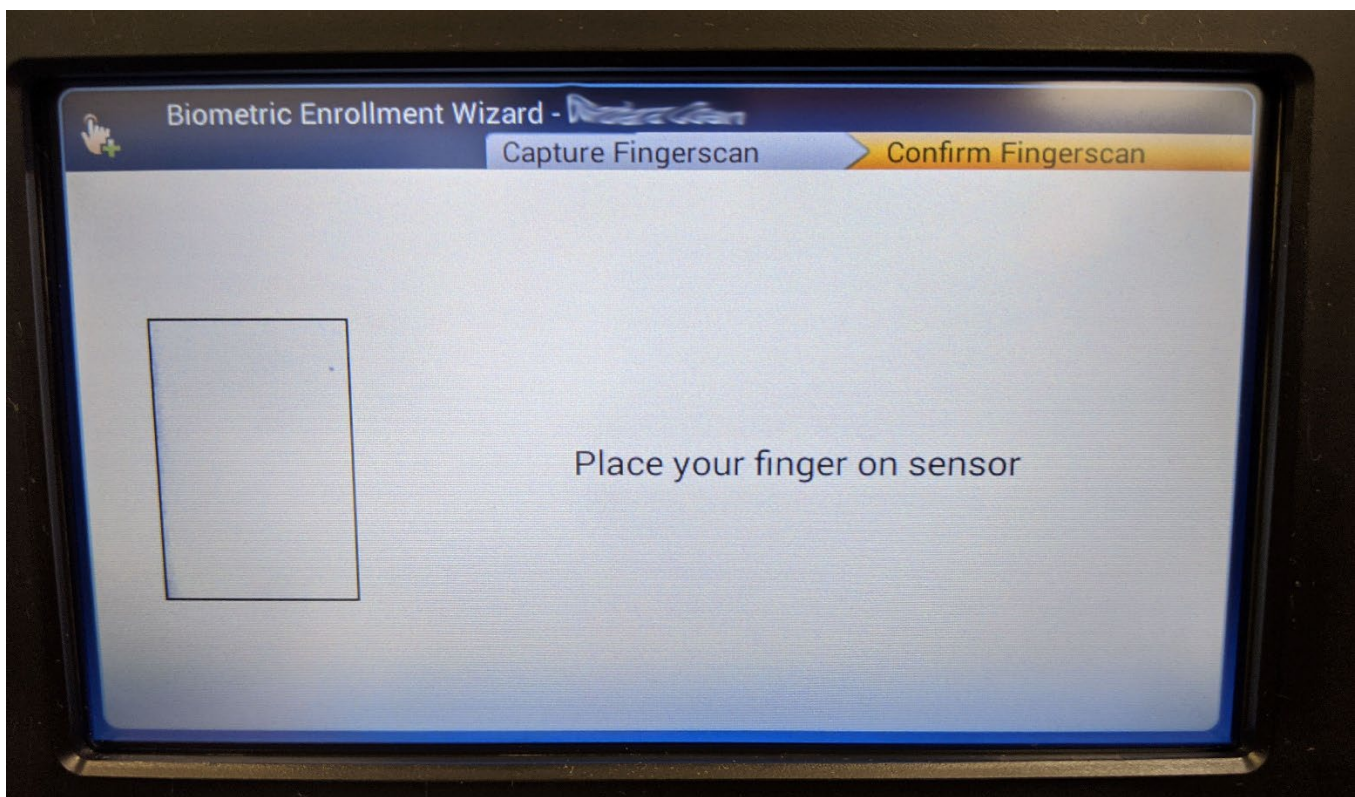

Hold your finger on the sensor at the top of the clock until the clock registers the print:
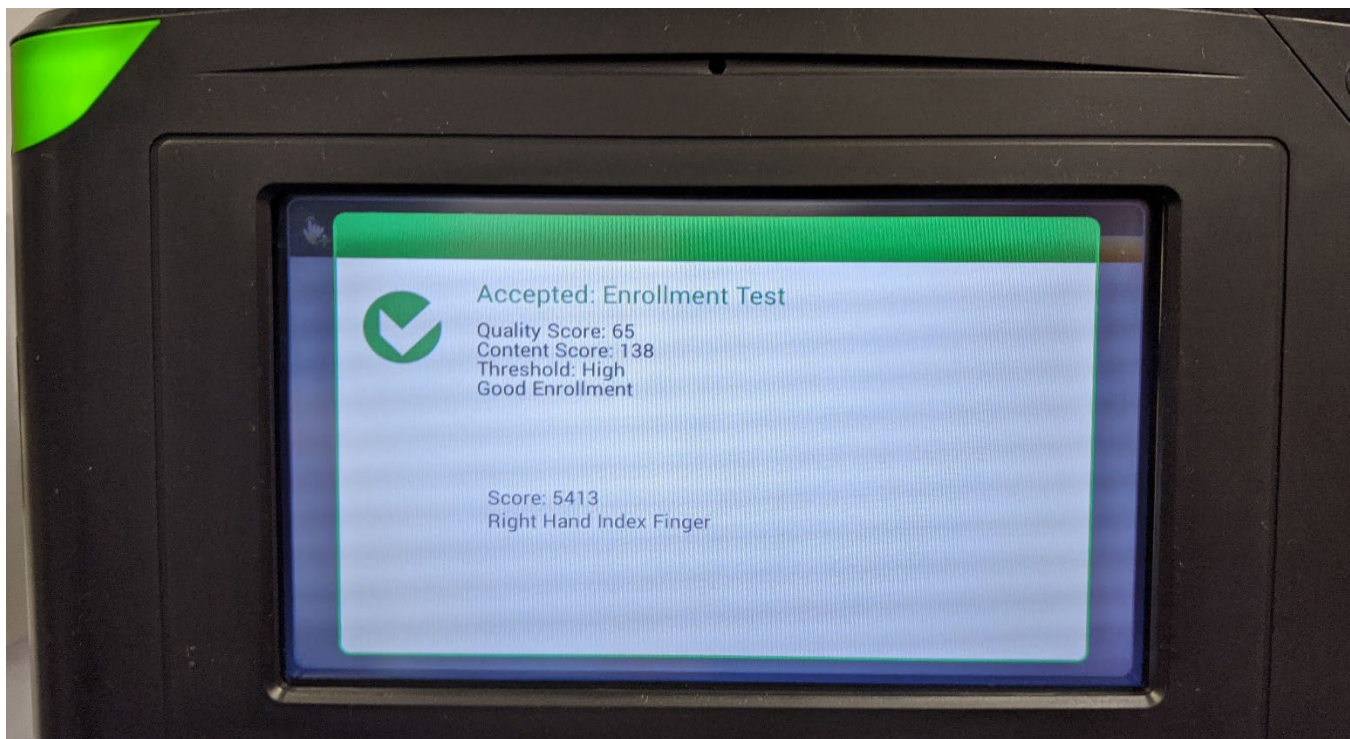
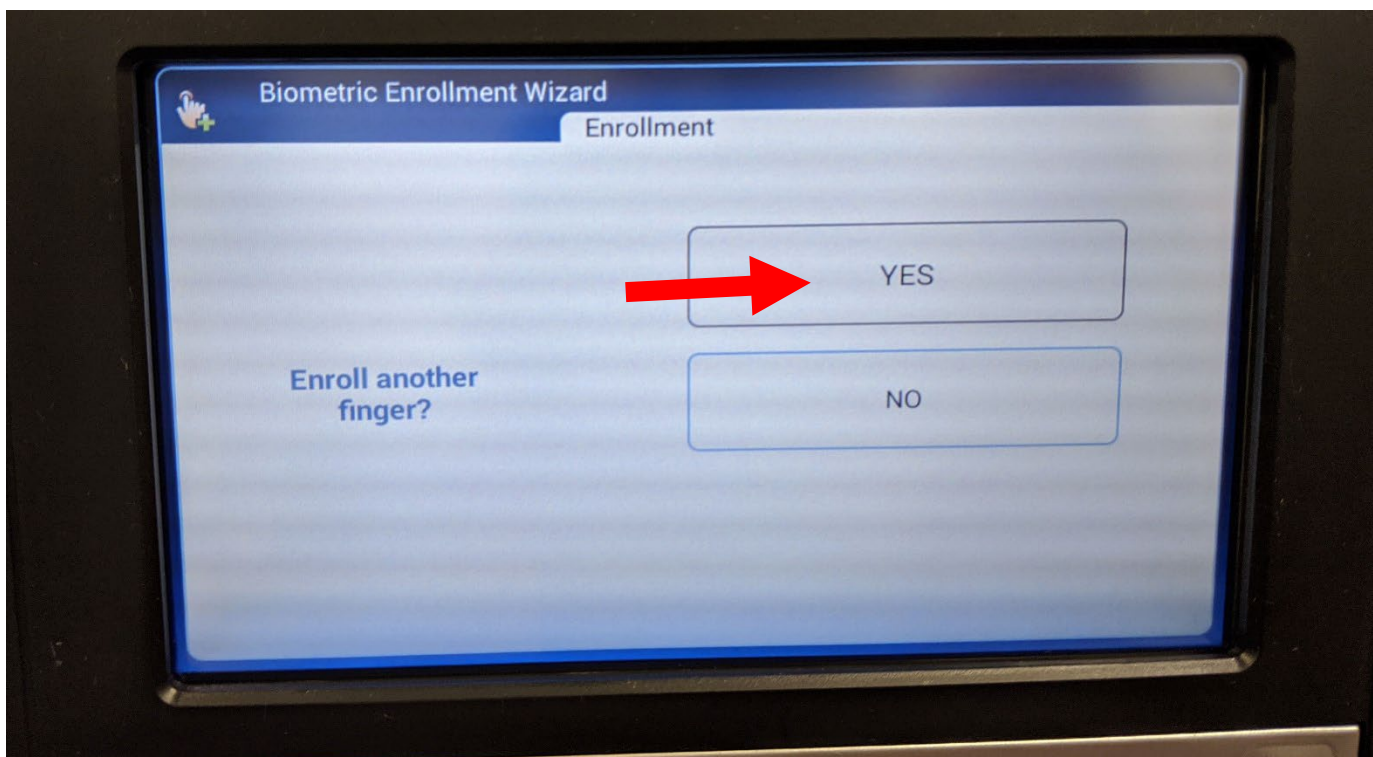You will be asked to scan the print a second time:

After capturing the fingerprint, the clock will ask you to scan one more time to confirm your fingerscan:
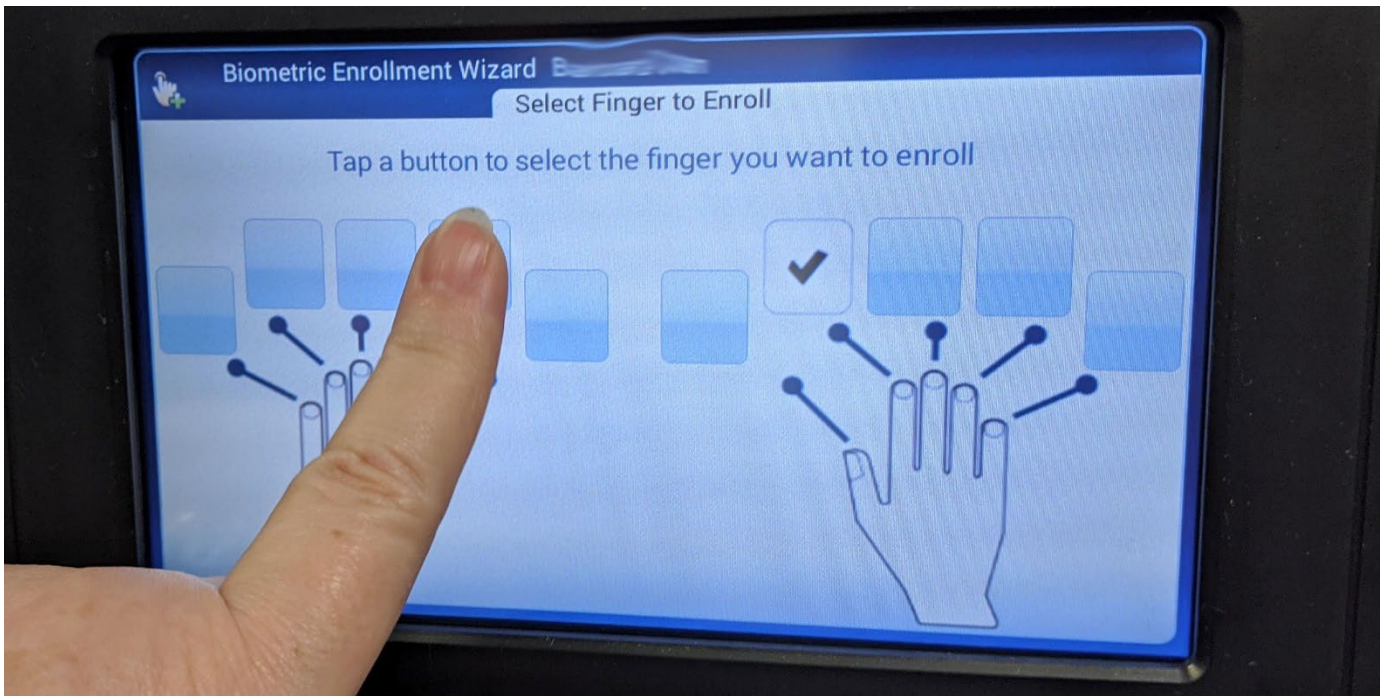
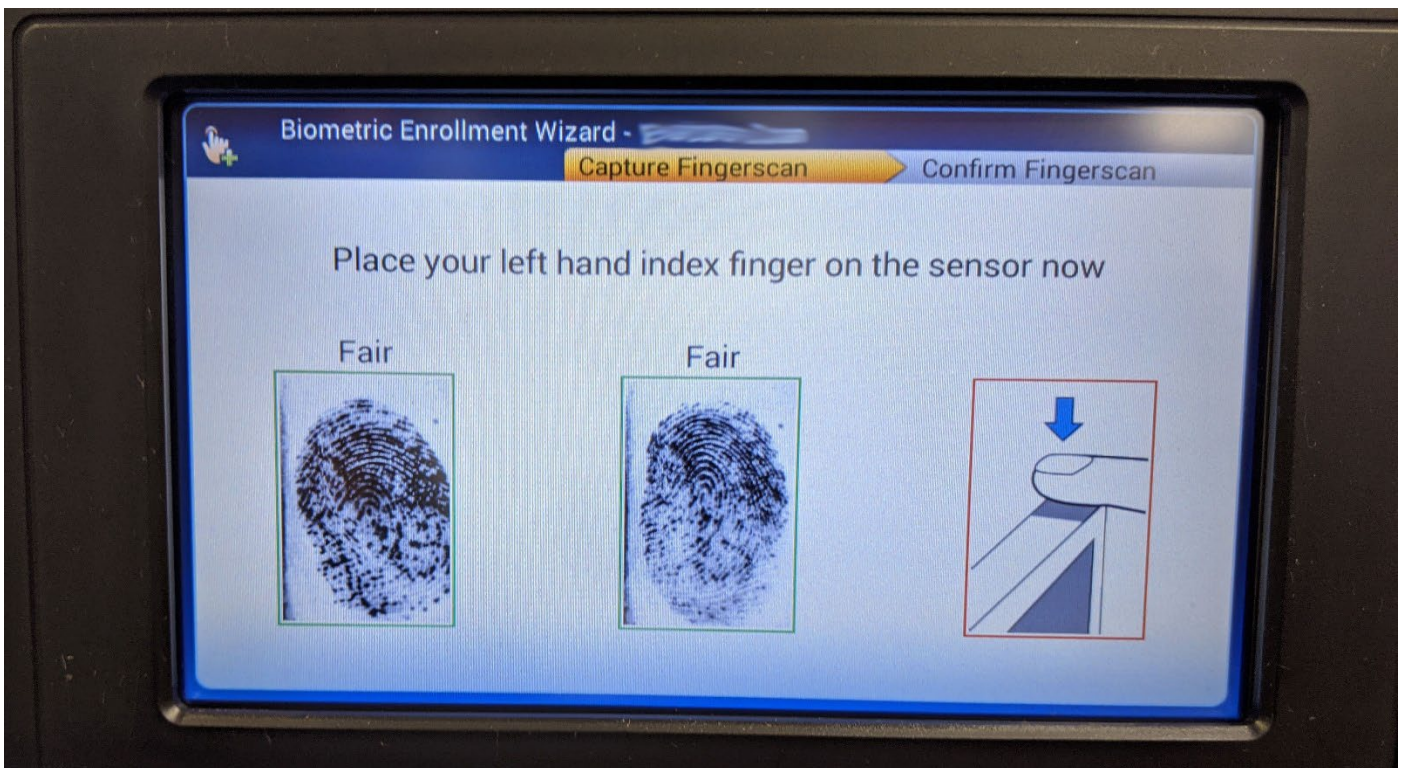If the fingerscan is accepted, you will receive a screen with a green checkmark:

You then will be asked to scan a second finger. It is recommended to use a finger on your opposite hand:
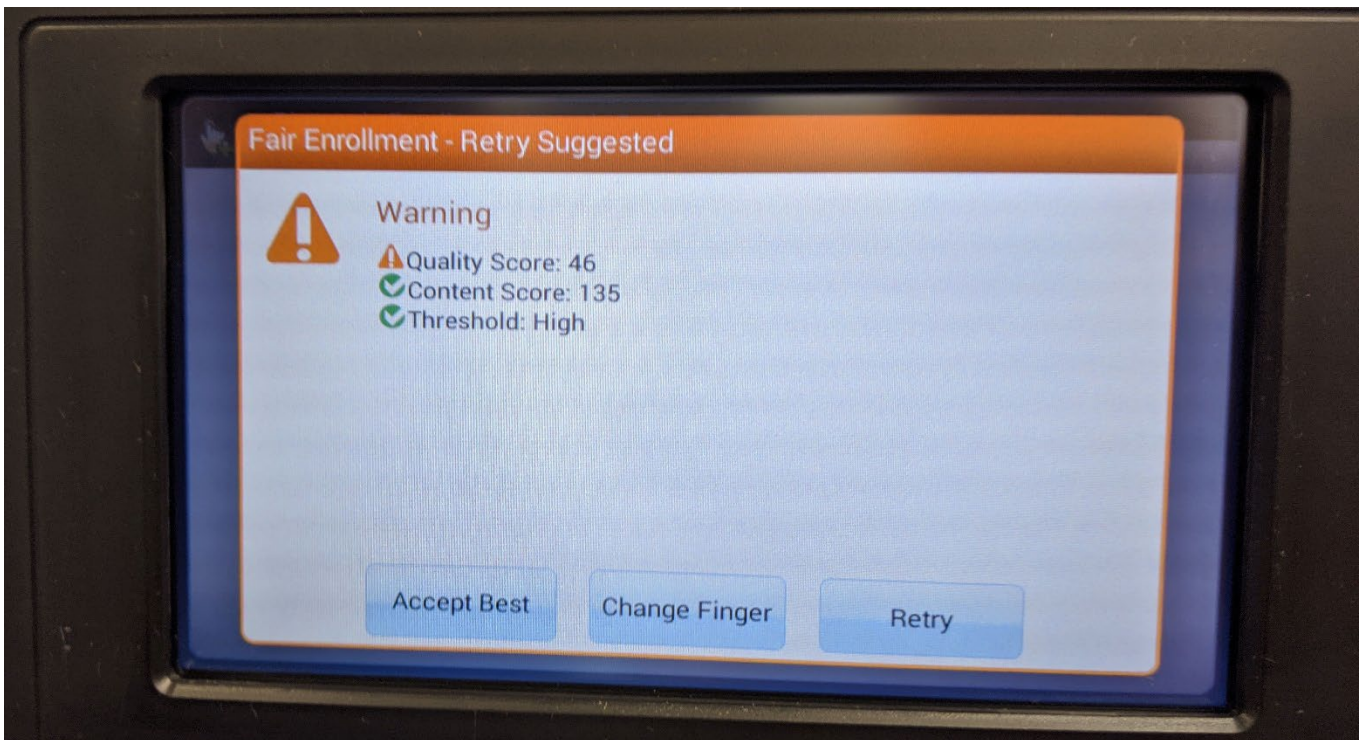
Select your second finger. The screen will show a checkmark to indicate the finger that already has been scanned.

Once again, scan your finger twice to capture your print:

Then confirm the print a final time. You may get an orange box if your print quality isn't high. You can either accept the scan or try a second scan, either with the same or a different finger:

Once complete, the clock will ask if another employee needs to enroll. If so, touch yes. Otherwise, touch no and you are finished: