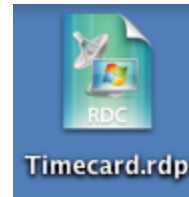
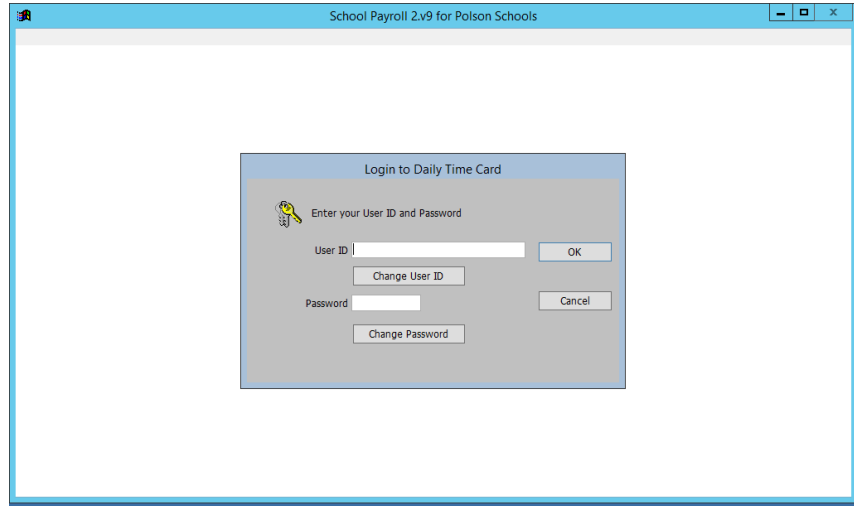


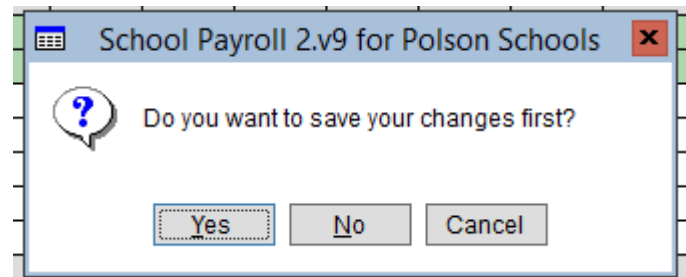
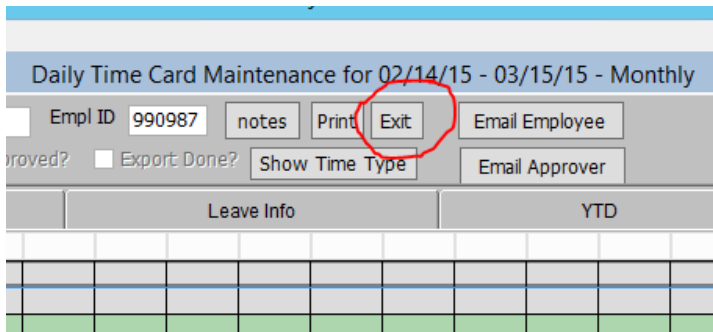
1. Double click the timecard.rdp icon on your desktop.



2. This will launch a session on the server that will allow you access to the timecard application. It looks like this:



3. Enter your user id and password, the district office can provide these for you if you don't know what they are. By default they are both set to your social security number.
4. Once you are logged in you will have access to your timecard. Your building principal or the district office will provide information on what needs to be entered into this system.
5. When you are done, use the exit button at the top of the screen to exit the application. If you made changes you will be asked if you would like to save them.



6. After exiting the application, select the start button in the bottom left corner of the screen and then log off. This will return you to your desktop.

