

## Using Kronos My Time in the Library

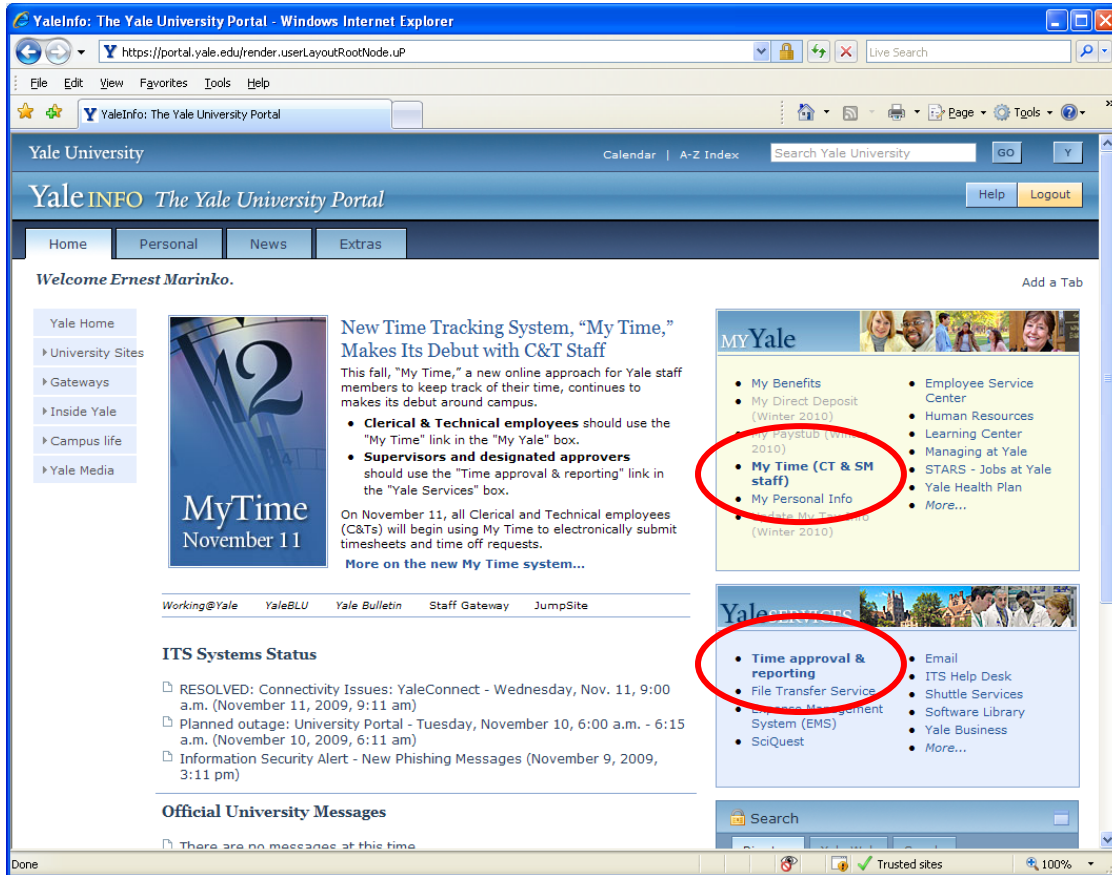
Please follow these instructions closely the **first time** you use Kronos.

1. Restart your workstation if you have not done so recently. This will ensure the proper versions of Java are installed on your workstation.
2. Open Internet Explorer and navigate to this page:  
<http://www.yale.edu/portal>
3. Click the "Login to the portal" button.

The screenshot shows the Yale University Portal in Internet Explorer. The browser title is "The Yale University Portal - Windows Internet Explorer". The address bar shows "https://portal.yale.edu/render.userLayoutRootNode.uP". The page header includes "University", "Calendar | A-Z Index", and a search bar. The main content area features a yellow box titled "Looking for MyTime?" with instructions to login. A "Login to the portal" button is circled in red. Below this is a "Welcome" section with a "Login to the portal" button also circled in red. The footer includes links for "Yale Bulletin", "Working@Yale", "Faculty Gateway", and "JumpSite".

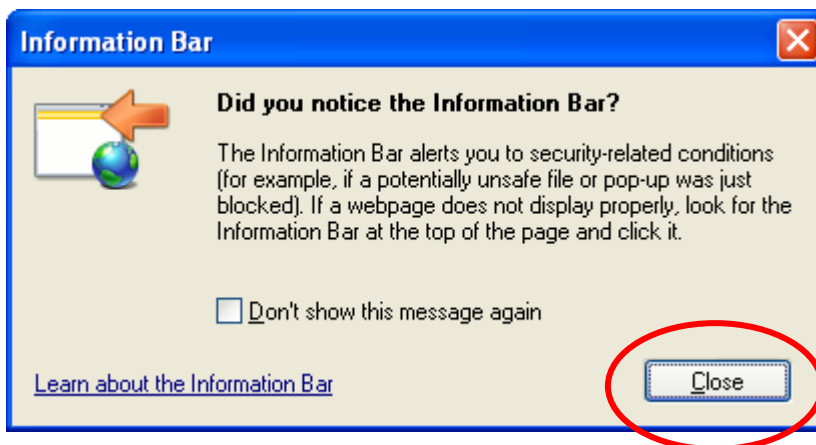
4. Enter your NetID and Password on the familiar Central Authentication Service (CAS) login screen.

5. C&T staff will click “My Time (CT & SM Staff)”. M&P staff will click “Time approval & reporting”.

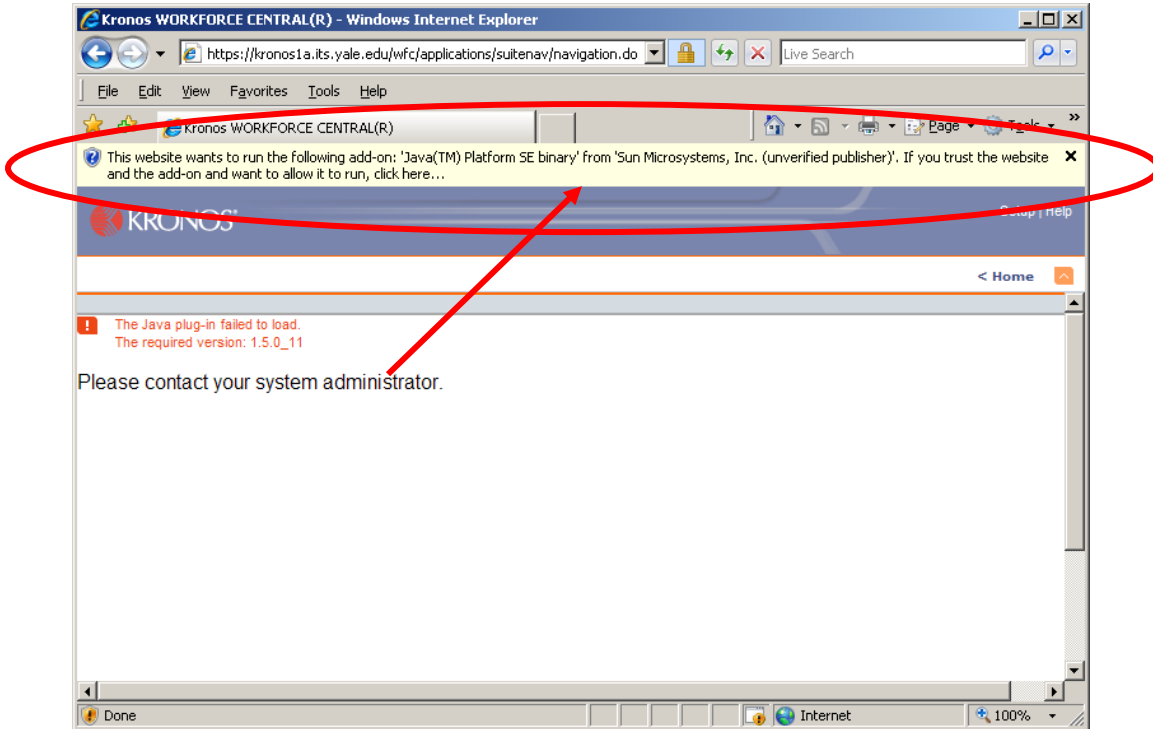


6. On the next screen C&T staff will click “My Timecard”. M&P staff will click “Pay Period Close”.

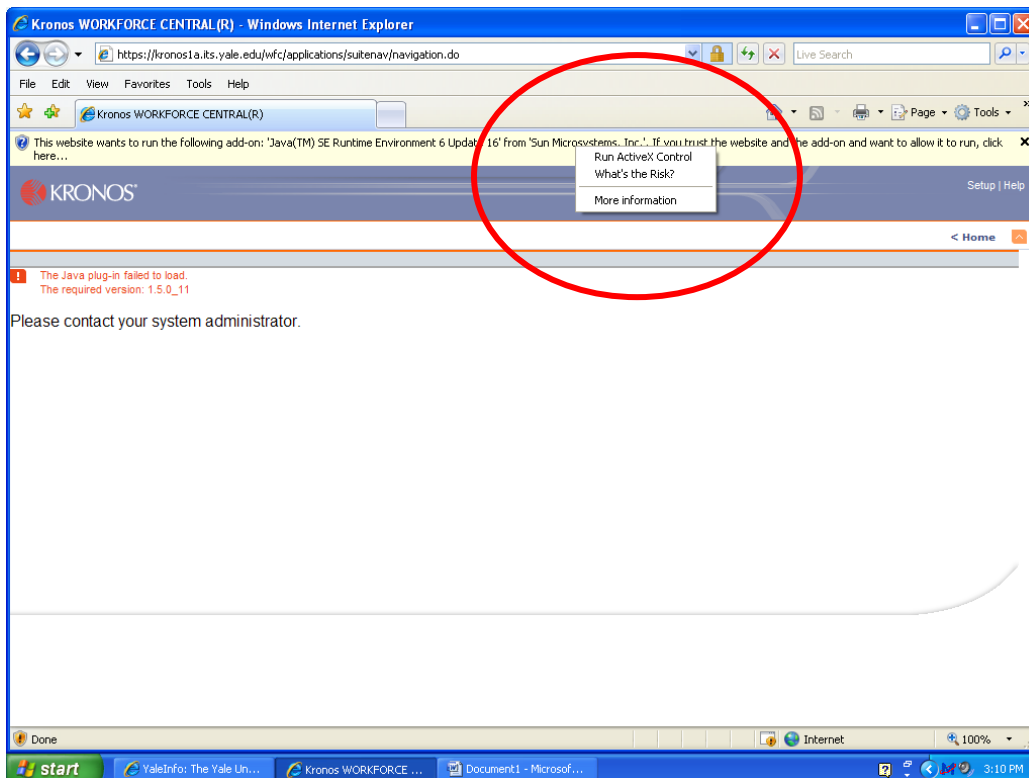
7. You may see this message box about the Information Bar. Click Close.



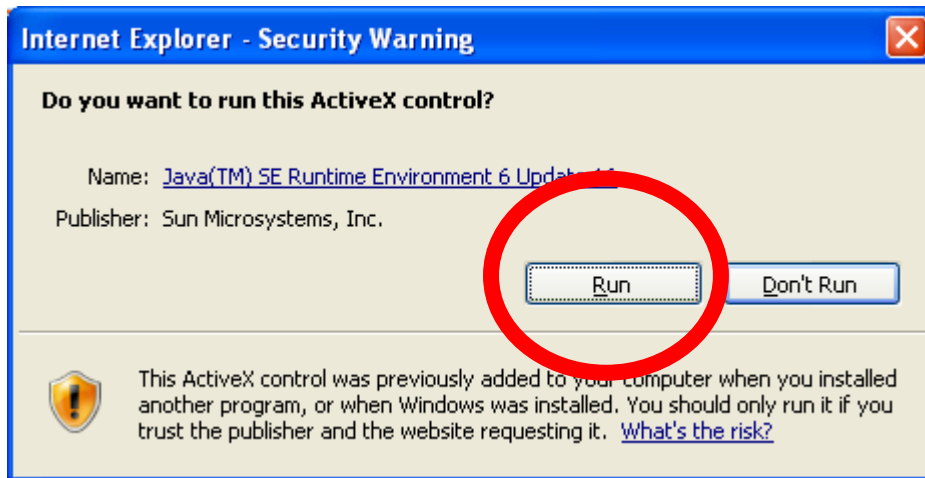
8. Now a yellow bar will drop down just above the KRONOS logo.



9. Right click the yellow bar and select "Run ActiveX Control".



10. You will see the following warning about the ActiveX control. Click Run.



11. The program will be slow to load but will go on to work. You should not be prompted to install the ActiveX control again. You can begin filling out and approving timesheets.