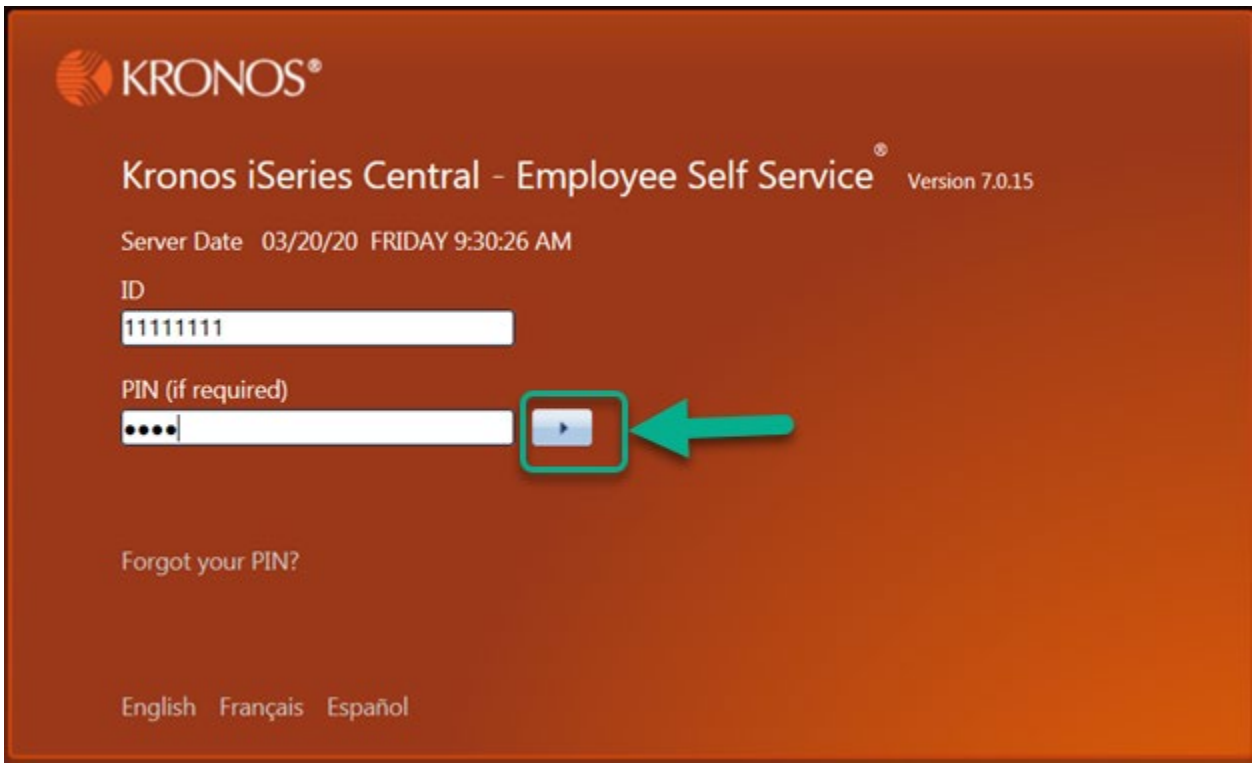
Using the Kronos Self-Service Portal

To clock in our clock out through the Kronos Self-Service Portal on your computer, you must be connected to the District's network directly or via an approved VPN connection.

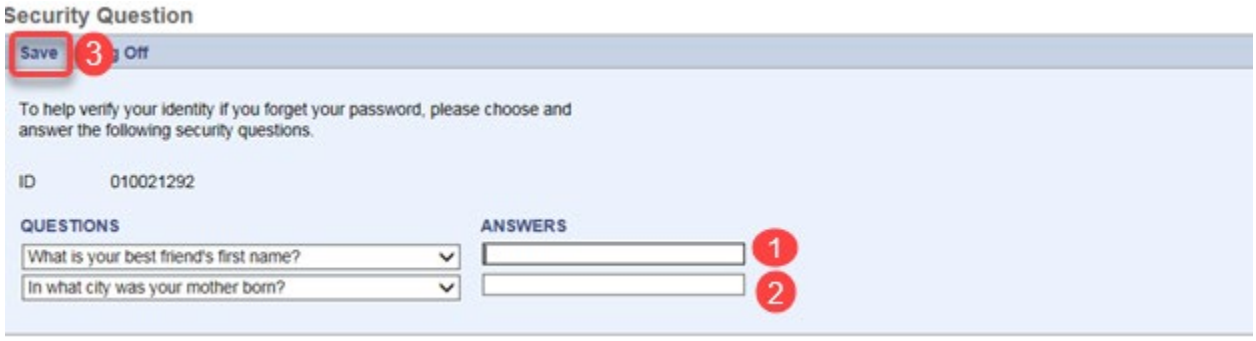
FIRST-TIME USERS:

1. Go to: http://10.240.10.32:50080/timekeeper/clw0044?scrdbcoid=FILE52

2. Enter your 8-digit ID number and create a Pin that is between 4 to 8 characters long. Then click the right arrow.



3. For added security, you will be prompted to add two (2) security questions. After selecting your questions, enter your answers and click "Save".

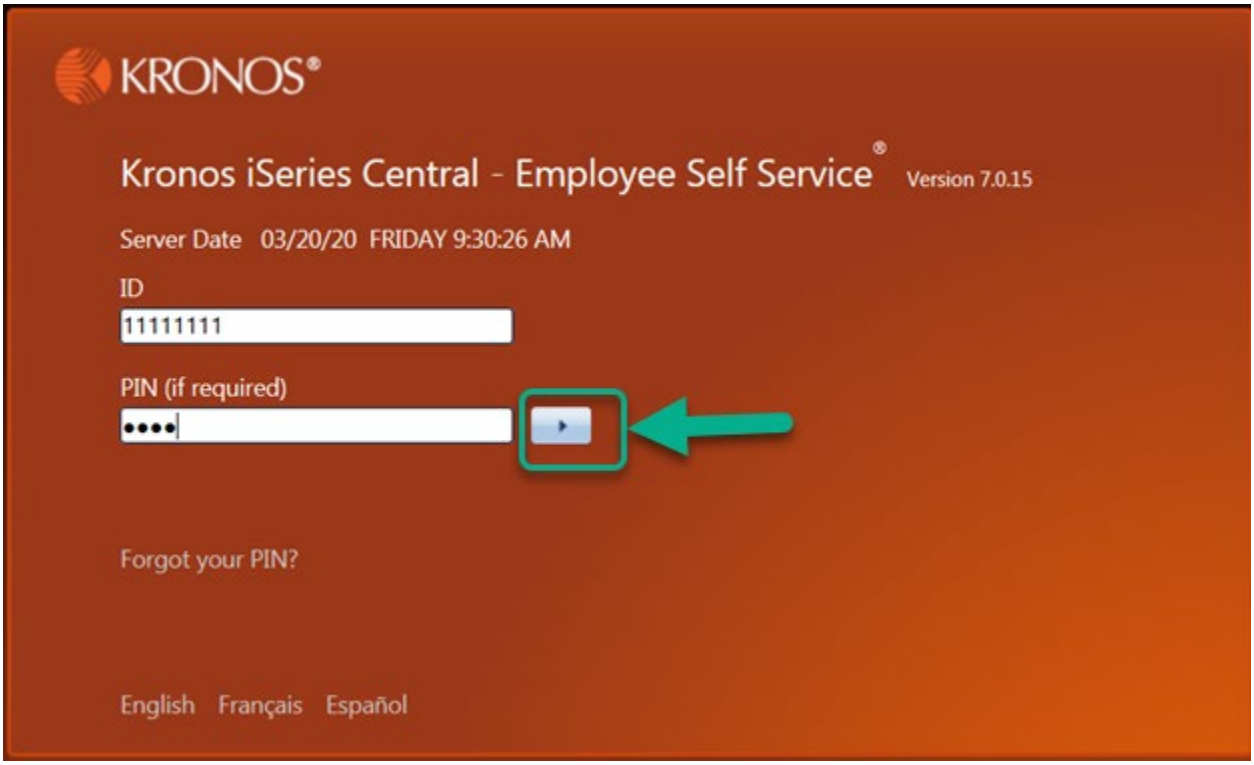
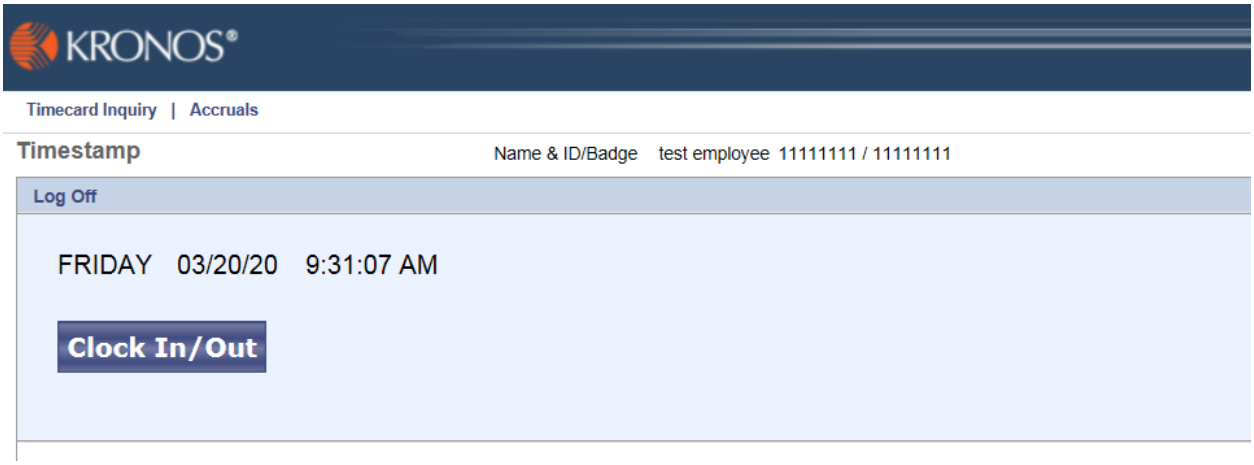


4. You can now use the Self-Service Portal to clock in and clock out. Follow the steps below.

RETURNING USERS:

1. Go to: http://10.240.10.32:50080/timekeeper/clw0044?scrdbcoid=FILE52

2. Enter your 8-digit ID number and your PIN. Then click the right arrow.



3. On the following screen, click the "Clock In/Out" button. If it is the beginning of your scheduled workday, you will be clocked in. If it is the end of your scheduled workday, you will be clocked out.