1. Go to http://timeclock/ or Click the TimeClock+ shortcut icon on your desktop.

2. Click the **WebClock** icon.

3. Enter your CID # to log in.

4. To clock in, click the **Clock In** button on the left side bar and hit **Continue**, then **Exit**.
5. To clock out, click the **Clock Out** button on the left side bar and hit **Continue**, then **Exit**.

6. To view your hours, click the **View** button on the left side bar. Click **View** and hit **Hours**.

7. Enter your **Day Total** hours on your Web Time Entry in Ramport.