



Instructions on How to Log Into KRONOS for the First Time:

1. Pull up Internet Explorer.
2. Type in this web address: <http://tlc-kronos02/wfc/logon> . Save this to your favorites or your desktop.
3. The next screen will ask for your Username and Password.

Your user name will be the first initial of your first name and your entire last name. (In some cases, you may have a number behind your username if you have a common last name or there is more than one employee in Kronos with the same last name as you, check with your campus Principal's Secretary (Campus Timekeeper Manager) if you have problems.)

Your Password will be temporarily set as **changeme1** . Once you have logged in with this information you will be prompted to change your password. It will ask you for your old password, which is changeme1 and it will ask you for your new password. You may use whatever you like for your new password but please write this down and remember it, as your password cannot be retrieved by your Timekeeper.

If you have problems or cannot login, please see your campus Timekeeper Manager (principal's secretary).