



Electronic Timekeeping Job Aid

FIRST TIME EMPLOYEE LOG-IN

This job aid will assist employees in logging into Kronos for the first time. It will guide you through in changing your password.

Logging On

- 1 Go to: <https://coh.kronos.net/wfc/navigator/logon>
- 2 Enter your **6 digit employee number**, remember to put the “e” before the number. If you have a 5 digit employee number, enter a 0 after the “e”
- 3 Enter your temporary password which is **Password01*** then click the arrow.

LOG ON

User Name

Password
 

Changing Password

- 1 It will prompt you to put in the old password which is **Password01***
 - 2 Type in your new password. Minimum length “8”.
- *Note* - Please follow what your password needs to contain or it will not work

Note:

Upon successful completion of your password change, click Save & Continue. Your Kronos default screen will appear – “Time Stamp” for the employee role or “Reconcile Timecard” for the supervisor/manager role.

CHANGE PASSWORD

User Name

Old Password

New Password

Verify Password

The password must not contain any of the following:

- User name

The password must contain all of the following:

- Uppercase letters
- Lowercase letters
- Numbers
- Non-alphanumeric characters

The password is limited by the following:

- Minimum length: 8
- Maximum consecutive identical characters: 2
- Maximum sequential letters or numbers: 3