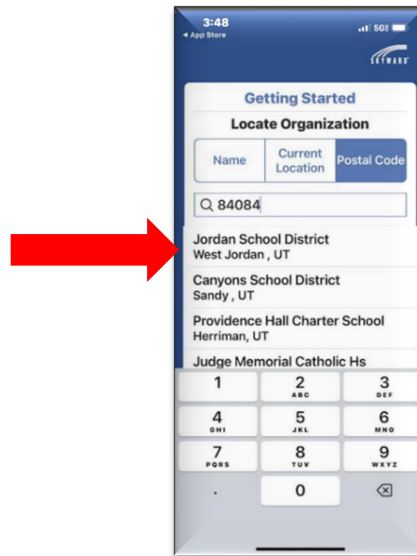


Logging into TrueTime on the Skyward App

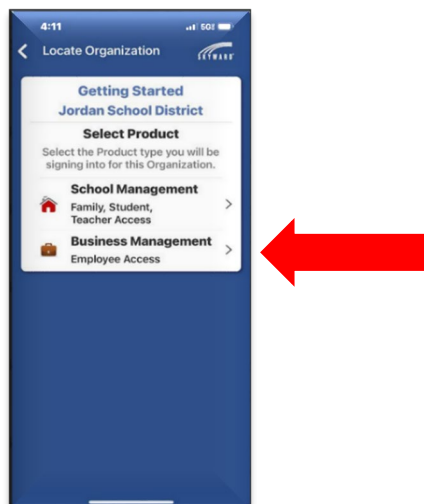
1. Create Passcode (employee will be prompted to enter the passcode twice).



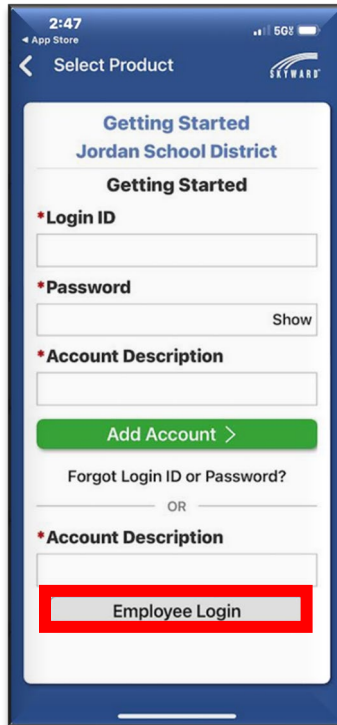
2. Search for Jordan School District by name, location or postal code, select Jordan School District from the list.



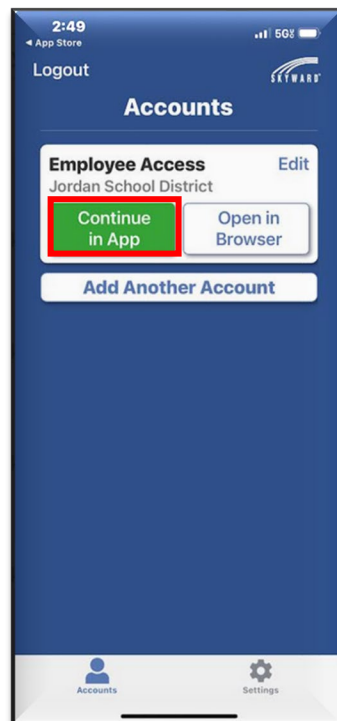
3. Select Business Management Employee Access.



4. Add Account Description (**Employee Access**). Employees with a JSD email will need to login using the Employee Login button. Any employee who does not have a JSD email account will need to login with your Skyward Employee access username and password and click Add Account.



5. You are now logged in and should not need to repeat steps 1-4 every time you use the app. Select Continue in App.



6. Select TrueTime from the menu. Click the dropdown arrow to clock in and out.

