

Logging into Employee Self Service from Home

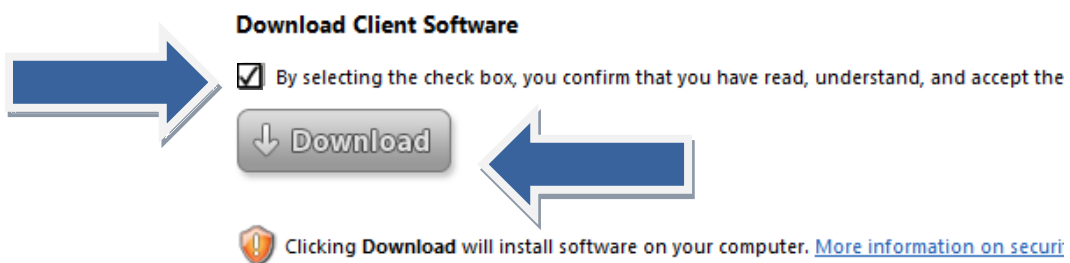


1. User name and Password

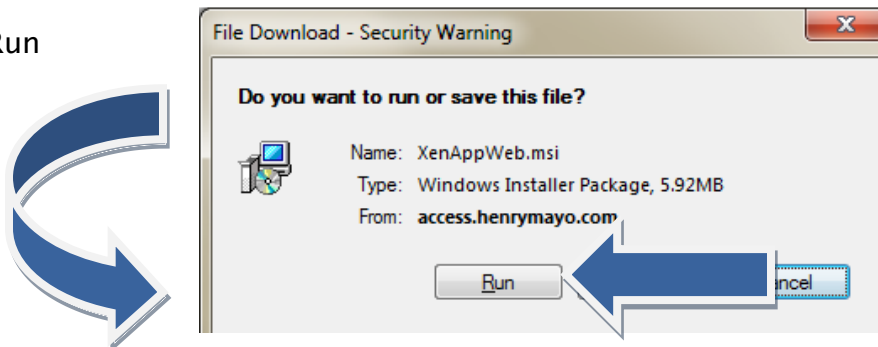
- a. If you have forgotten your user name and or password, please call x8364

If this is not your first time logging, skip step #2

2. Select checkbox to confirm and click Download (to install XenAppWeb)



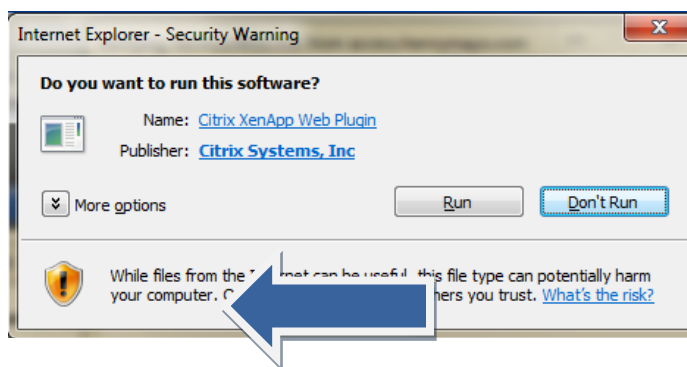
a. Select Run



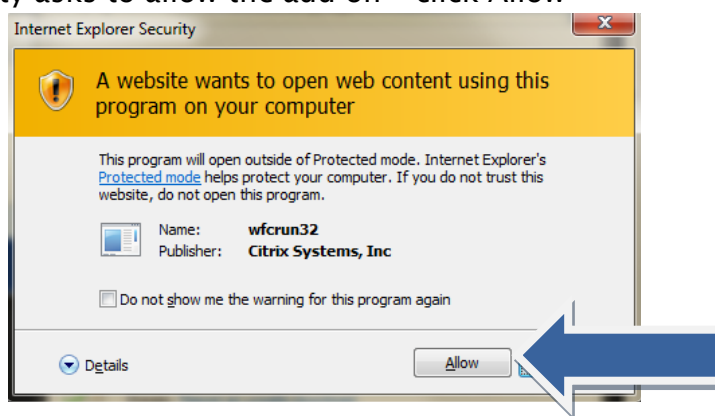
This website wants to run the following add-on: 'Citrix Helper Control' from 'Citrix Systems'. If you trust the website and the add-on and want to allow it to run, click here...

Note: you may have to click on the top of your browser bar to allow this website to run on your pc

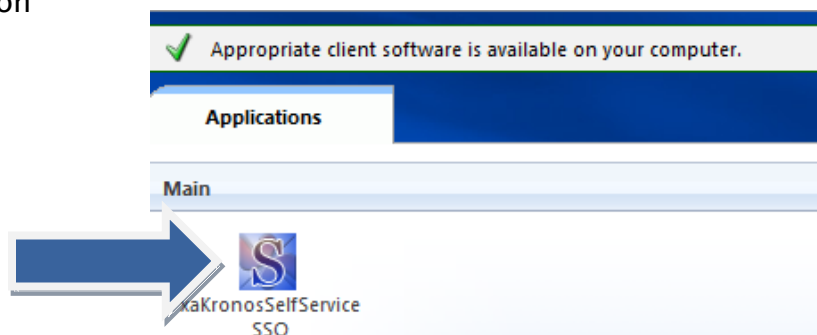
b. Select Run



c. If your security asks to allow the add on - click Allow



3. Double click on Kronos icon



4. You are now able to access your account

