

Using a Time and Attendance Kiosk

 time-help.frontlineeducation.com/hc/en-us/articles/115003455147-Using-a-Time-and-Attendance-Kiosk

 [Watch "Using an ID/PIN Kiosk" Video](#)

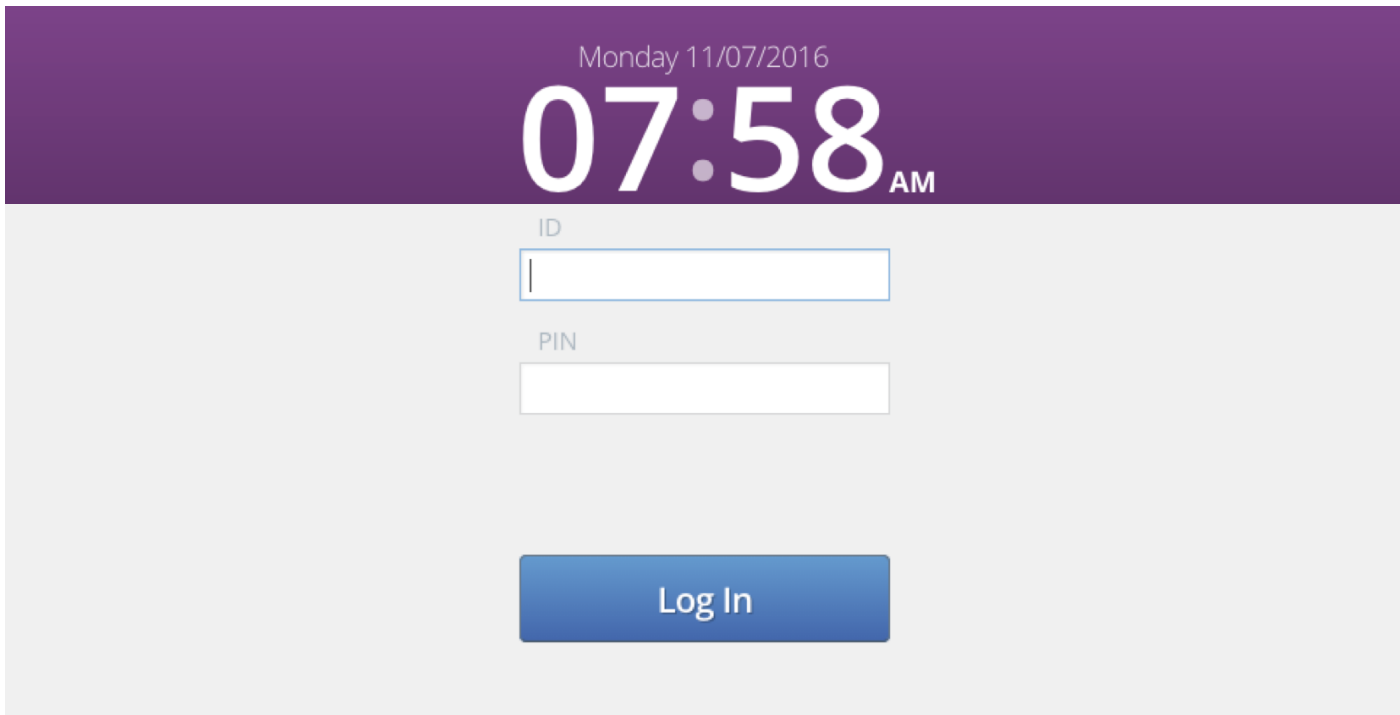
 [Watch "Using a Scan Kiosk" Video](#)

 [Watch "Using a Scan or ID/PIN Kiosk" Video](#)

 [Watch "Using a Portal Kiosk" Video](#)

Using a Kiosk is easy! First, scan your barcode at the kiosk or enter your ID & PIN. Then, click the **Login** button.

On some kiosks, you may need to click the "Use ID/PIN" button in order to manually enter your credentials.



Monday 11/07/2016

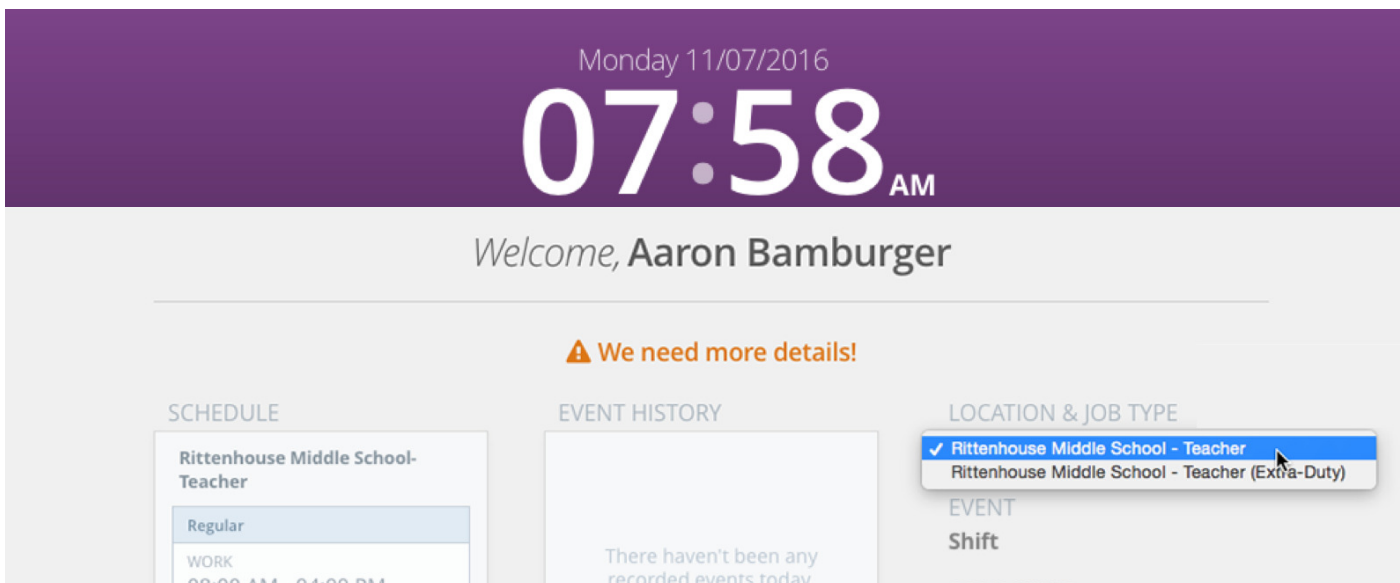
07:58 AM

ID

PIN

Log In


Then, if you have multiple positions or you work at multiple locations, you may be required to specify your duties and location of work. Once you do that, click the **Green Button** to sign in or out depending on your current status.



Monday 11/07/2016

07:58 AM

Welcome, Aaron Bamburger

 We need more details!

SCHEDULE

Rittenhouse Middle School-Teacher

Regular

WORK

08:00 AM - 04:00 PM

EVENT HISTORY

There haven't been any recorded events today.

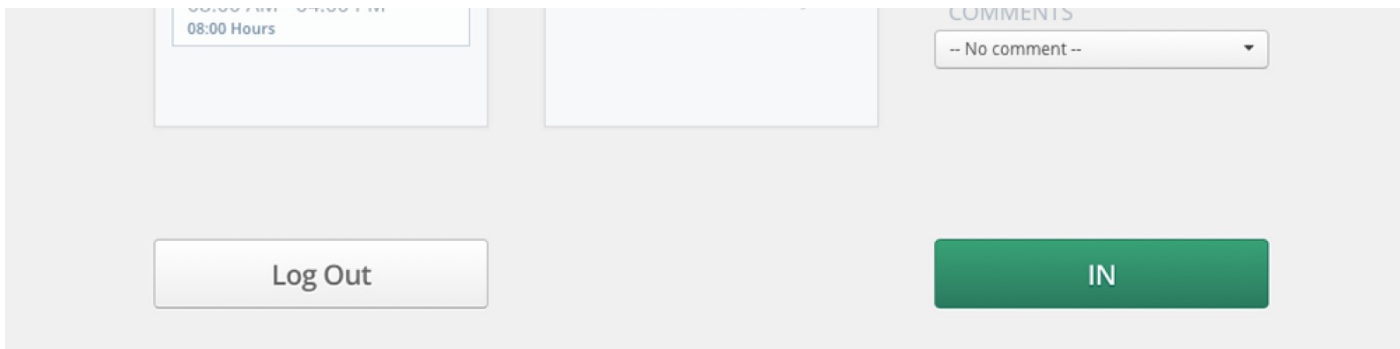
LOCATION & JOB TYPE

✓ Rittenhouse Middle School - Teacher

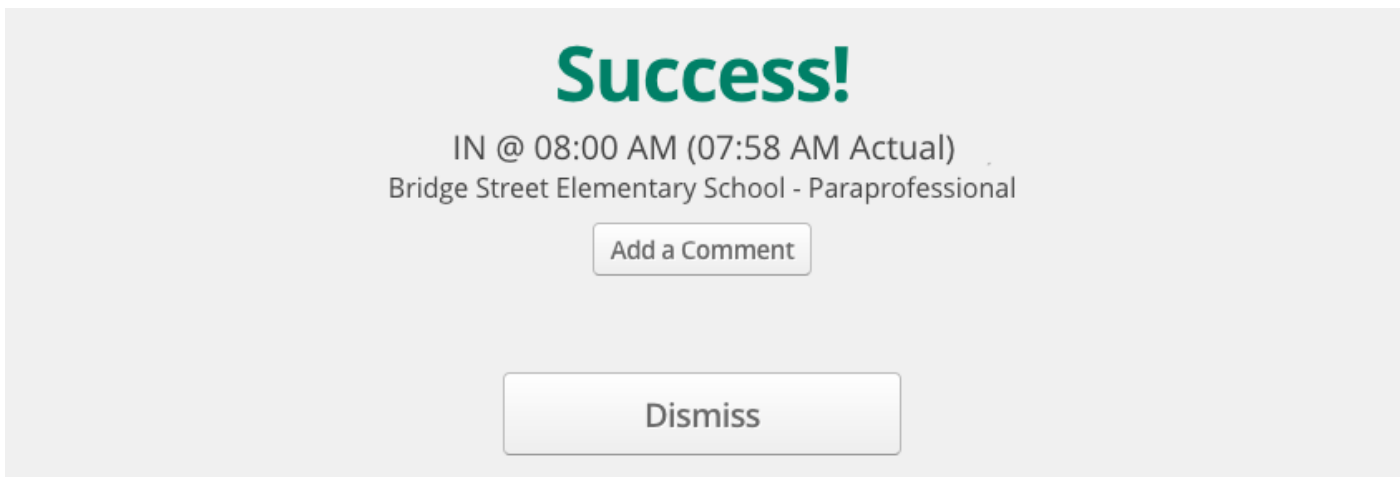
Rittenhouse Middle School - Teacher (Extra-Duty)

EVENT

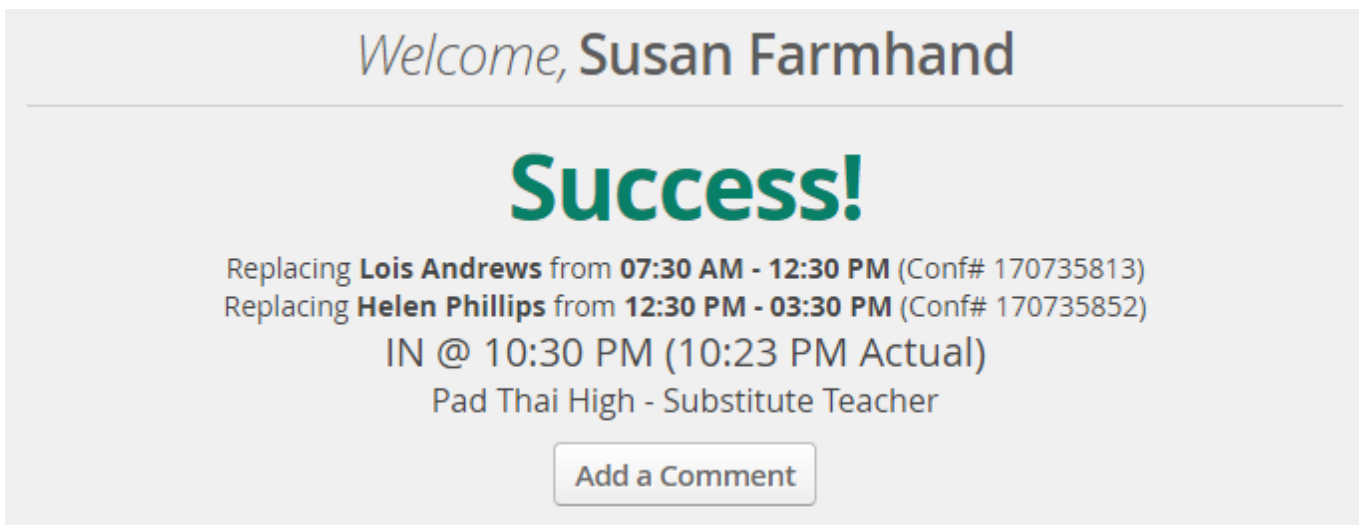
Shift



As an employee, if your sign in was successful, you will see a "Success!" message with the location and job type you are working.



As a substitute, if your sign in was successful, you will see a "Success!" message with information about who you're filling in for, the location, the job type, and the confirmation numbers.



If the sign in was unsuccessful, an error message will appear.

If you receive an error message, please report the exact wording of the message to your Administrator.

When you are ready to sign out, follow the same steps as shown above.

