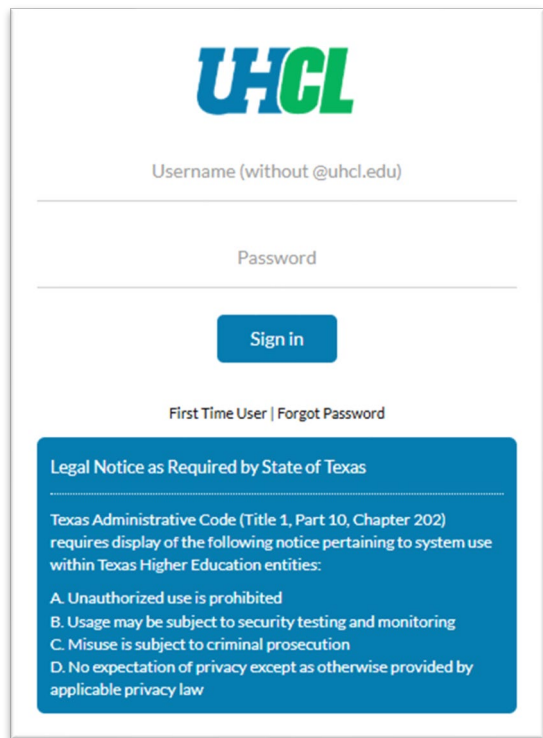


From the uhcl.edu webpage:

1. Click on **go.uhcl.edu**.

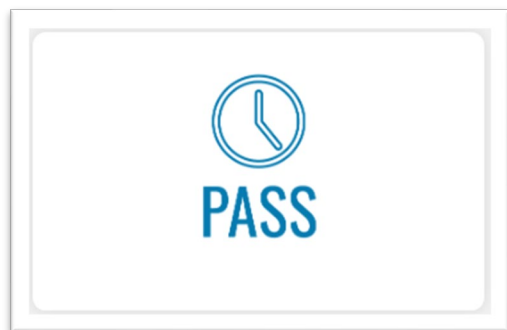


2. **Log in** using your UHCL employee credentials.

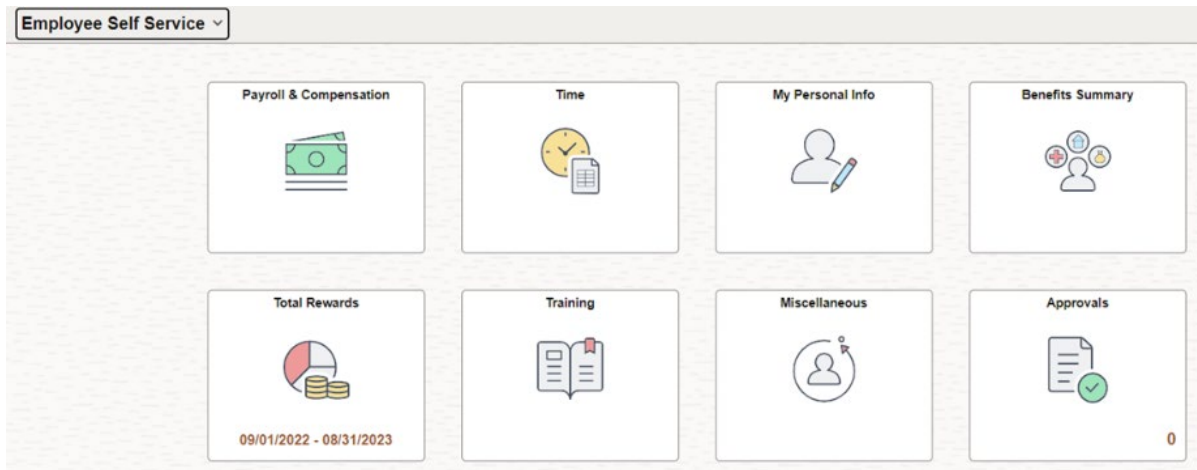


The login page features the UHCL logo at the top. Below it are two input fields: 'Username (without @uhcl.edu)' and 'Password'. A blue 'Sign in' button is positioned below the password field. At the bottom of the login section, there are links for 'First Time User' and 'Forgot Password'. A blue box at the bottom contains a 'Legal Notice as Required by State of Texas' regarding the Texas Administrative Code (Title 1, Part 10, Chapter 202) and lists four points: A. Unauthorized use is prohibited, B. Usage may be subject to security testing and monitoring, C. Misuse is subject to criminal prosecution, and D. No expectation of privacy except as otherwise provided by applicable privacy law.

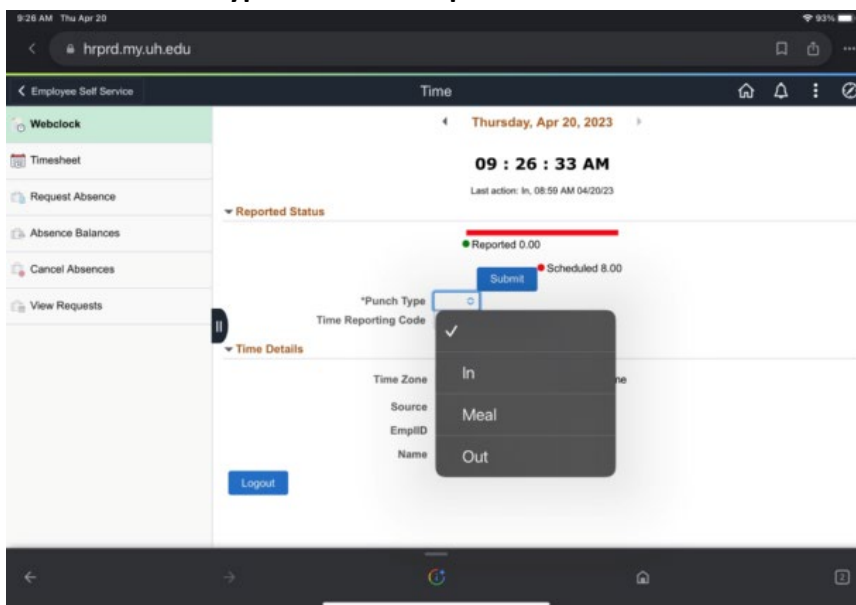
3. From this screen, click on the **PASS icon**



4. Click the Time tile



5. Select Punch Type from the drop-down menu



The options are: **In, Meal, Out**

6. Click Submit

The system displays the last reported time on the bottom of the page.