

Initial Log On

On this screen, you will enter your employee id number and click Log On.



The login form is titled "Manager" and includes a blue person icon. It contains the following fields and elements:

- Select Company:** A dropdown menu with "Needville ISD 1" selected.
- User ID:** A text input field with a red dashed border, containing a single vertical line.
- Password:** A text input field.
- Log On:** A blue button.
- Forgot password?:** A blue hyperlink.

The system will then prompt you with the following screen to create your password.

The screen is titled "Update Invalid Password" and includes a help icon (?). It features a section titled "System Access" with the following elements:

- Password is blank:** A label above the "New Password" field.
- New Password:** A text input field.
- Re-Enter Password:** A text input field.
- Instructions:** A text block stating: "5 or more characters in length, 1 or more uppercase characters (A-Z), 1 or more digits (0-9), This password is used to gain access to TimeClock Manager and TimeClock Scheduler."
- Buttons:** "Cancel" and "Submit Query".

Once you have logged in, you will be able to view your hours for the current pay period as well as previous hours by changing the date range once you click on hours. You can also print time sheets under reports.



MY DASHBOARD ☆

If you have any questions or concerns, you can email Elizabeth Abrego at abregoe@needvilleisd.com or call at 979-793-4308 x1211.