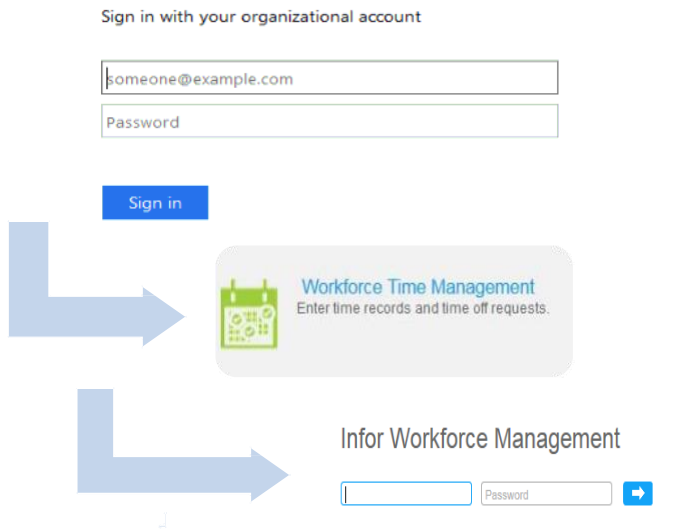


Clocking On/Off

For BLENDED Learning 101 Live

Summer 2017 professional learning

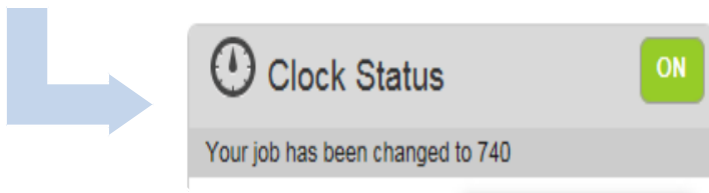


- From within an AISD facility, type BOLTEmployee.austinisd.org in your browser's address bar. Then sign in.
- Username: Your email address or AD\E##### (note the backslash!)
- Password: Your AISD password
- Click on the Workforce Time Management icon and log in using your Employee ID number. Your password is your Employee ID number without the "E. "

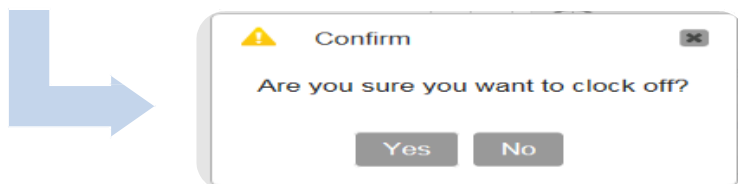
For Supplemental Time:



- Perform the steps above then click 'Change Position' and choose supplemental position **12660-745**. This will automatically clock you on.
- Note: If you do not see your position, do NOT clock on. Notify the facilitator and complete a paper sign-in or time sheet.



- Notice under the Clock Status, "Your Job has been changed to 157" will appear.



- To Clock Off, click the "Clock Off" button and confirm. The Clock Status will now say "You are now clocked off (time)" and the button says 'OFF'