

SIGNING IN AND OUT

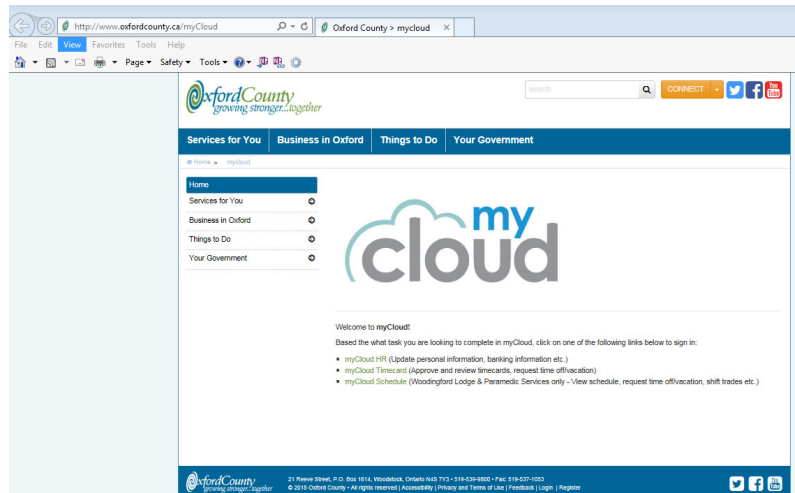


Objective To learn how to sign in and out of your timecard and change your password.

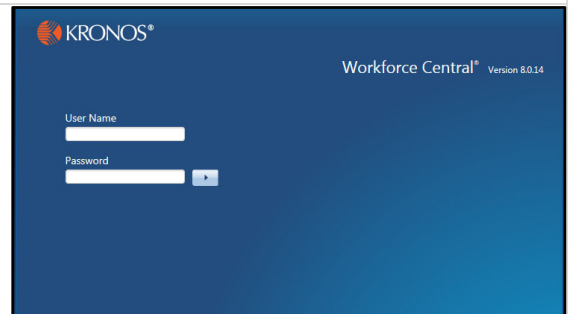
Purpose Every employee will have access to their timecard and my calendar (schedule).

To Sign In

1 Access the timecard webpage at www.oxfordcounty.ca/myCloud
Choose myCloud Timecard.



2 In the **User Name** field, enter your **employee ID** (located on your *paystub*)
In the **Password** field, enter your **password** (for your first time log in your password is **Oxford#1**, however you will be prompted to change this)
Click the right-facing arrow or press the **Enter** key on the keyboard.



If you need to change your password

1 Select **Change my password** (on the right panel)

2 Enter **old password** and **new password** (following the password criteria on the screen). Click **Save**.

To Sign Out

1 Click **Sign Out**. (upper left)



* It is recommended that you always end your work session by clicking the **Sign Out** link. Clicking Close (x) without first logging off might leave your connection to the application open, allowing unauthorized people to view and edit information.