

## Enrolling Employee Reference

Following are instructions and illustrations for enrolling employee fingerprints for use with the time clock. Other manuals and reference guides are available for viewing on the District intranet (District Resources).

Press the **F1** key to enter the **Management Access** feature.

**Scroll up or down** to locate your administrator user ID (first initial with last name - up to 10 characters). **Press Enter**.

Place your **finger** on the **sensor** for verification.

**Press 1** for **Users**.

**Press 1** to **Enroll**.

**Press 1** to **Enroll Individual**.

**Enter** Individual's **Employee ID#**.

Press **Enter**.

**Verify name**.

Press **Enter**.

**Select 1—5 to Enroll** (this refers to the number of fingers allowed to be enrolled per employee per clock — it is not a reference to which digit is used)

Have the **employee hold their chosen finger on the sensor**.

Have the **employee lift their finger when the screen prompts**.

Have the **employee hold the same finger on the sensor**.

The screen will show "**Enrollment Successful**" when complete.

*The screen may prompt the employee to repeat the process several times if unable to get a good read. This is not uncommon and may require other enrollment options.*

