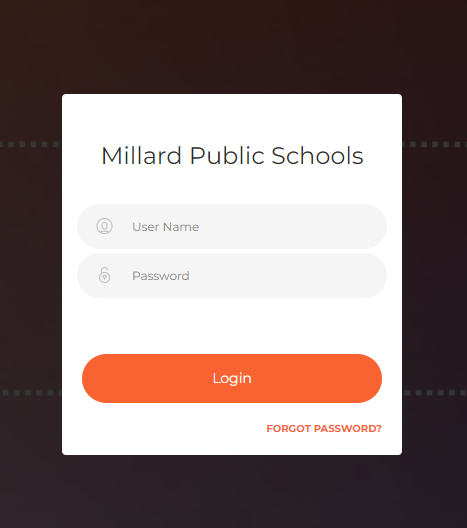
***NEW* Online Time Clock Information for Users**

**Link for Employee Self Service:**

[*https://login.tmsconnexion.com/millardpublicschool?uri=millardpublicschool*](https://login.tmsconnexion.com/millardpublicschool?uri=millardpublicschool)

**Login Screen**

****

**User Name (formerly Badge/ID)**

Your User Name is your badge number.

**Password (formerly PIN)**

Your Password is your Employee ID with leading zeros. Passwords are required to be at least 6 characters. So, your Password will be your Employee ID, front filled with zeros. Please see the following examples:

Employee ID – 792 Password – 000792

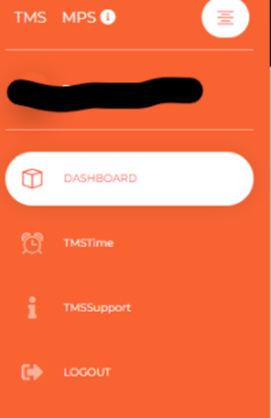
Employee ID – 7141 Password – 007141

Employee ID – 21222 Password – 021222

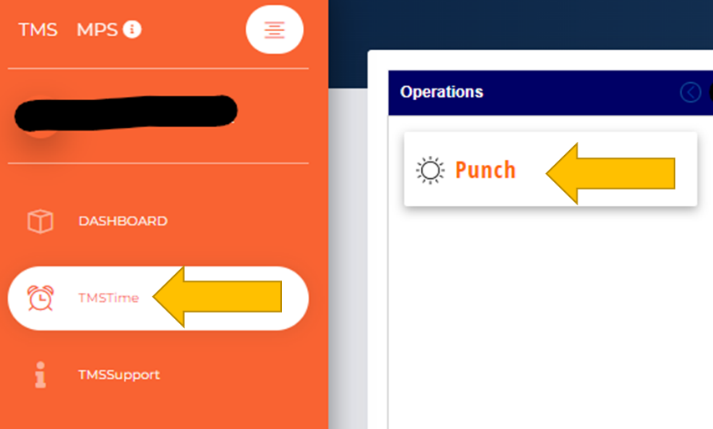
If your password has been reset, your password defaults to FIRST NAME+LAST NAME+EMPLOYEE ID (no spaces and all upper case).

*Example – Name: Joe Smiley; Employee ID#12345 – Reset password would be: JOESMILEY12345 - Next, you will be prompted to establish your own password.*

Once logged in you will be at the dashboard.

****

To punch, click on TMSTime on the left-hand side, then click the Punch button.



To change to the Time Card View, select Time Card.

