COOK COUNTY TIME

Job Aid: Auto Enrolling at a Clock

Things Needed

1. Employee ID
2. Optional: Proximity Badge linked to Employee ID

How to Auto Enroll

1. Step up to the clock and tap "Clock In" on the touch screen with your finger

2. The screen will prompt for your Badge Number/Employee ID.
   a. You can hover your Proximity Badge an inch away from the fingerprint reader, where the badge proximity sensor is located on the clock, and your employee number will be automatically entered and press "Next".
   b. Alternatively, you can manually enter your employee ID using the keypad and press "Next".

3. The system will prompt you to place your finger on the glass, remove it, and replace it as prompted. (Typically 3-5 times.)
   a. Suggestion: The glass needs to read the pad of your finger. For consistency, place your right pointer finger on the glass and align the crease underneath your knuckle with the raised plastic ridge called the placement guide and press down gently on the glass and hold until it is read. Your fingertip may or may not extend past the glass.
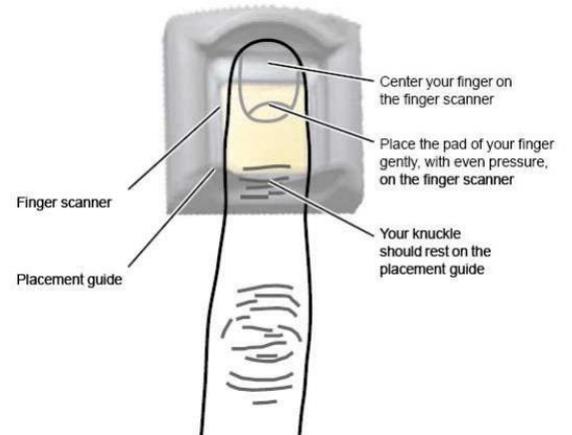
4. After the third successful read (there may be more than three total read attempts) the system will then associate your finger biometrics with your Employee ID and you will be clocked in for the day.
5. Be sure to clock out and clock back in for lunch (if applicable to your department) and always clock out before you leave for the day.