

TimeClock for Parents and Caretakers

Quick Reference Card

TimeClock

TimeClock is an online system used by parents and caretakers to record a child's time and attendance at a New York State (NYS) child care provider site. In this quick reference card, parents and caretakers will learn how to register to use the system, log in to the system, check a child in and out, record attendance and absence, reset your password, and request help.

Register to Use TimeClock

Before you can use TimeClock, you must register to use the system and create your TimeClock logon account. You will use your TimeClock logon account every time you check your child in and out at your provider's site. You can register to use TimeClock on any computer that has access to the Internet (home, library, work, etc.).

- ✓ To Begin: Using the Internet, access the following page:
<https://www.cta-newyork.com/clientportal>. The **Client Portal** page displays.

Note: To change the language of the TimeClock system to Spanish, click the **Language** drop-down list and select **Spanish**.

- 1 Click the **New User** button. The **User Registration/Validation Info** page displays.

2 Enter your:

- **First Name**
- **Last Name**
- **Date of Birth** (MM/DD/YYYY)
- **Case Number** (provided to you by your local Department of Social Services)
- **Verification Code** (provided to you by your local Department of Social Services)

- 3 Click the **Validate User** button. The **User Registration/Account Information** page displays.

4 Enter/select the following:

- **User Name** (a unique user name that you create yourself – for example, your first initial and last name with no spaces)
- **Password** (passwords must be at least seven characters long and contain at least one digit/number)
- Re-type the **Password** to verify
- **Secret Question** (select from list)
- **Secret Answer** (answer to your secret question)

Important! Store your account information in a safe place so that no one else can access it.

- 5 Click the **Create Account** button. A message displays, telling you that your account has been created.

- 6 Click the **Close** button.

Attendance Functions Completed at Your Provider's Site

The steps on this page must be completed at your provider's site when checking your child in or out. They cannot be completed at a computer at your home, work, etc. The steps on this page include logging in to TimeClock, recording attendance and absence for your child, and resetting your password. For absences, if you have only one child under a provider's care, you do not need to record your child's absence. If you have more than one child under the same provider's care, and you are checking in at least one of those children, then you must record if your other child(ren) are out sick or absent for any other reason.

Log In to TimeClock

✓ To Begin: The **TimeClock Logon** page displays.

- 1 Enter your user name in the **User Name** field.
- 2 Enter your password in the **Password** field.
- 3 Click the **Logon** button. The **Home** page displays.

Welcome to the KinderConnect TimeClock

Type in your user name and password and click the Logon button.

Logon

User Name: ntaylor2

Password: *****

Logon

Click here if you forgot your password

Record Attendance and Absence (Check In, Check Out, Sick, or Absent)

✓ To Begin: You have logged in to TimeClock and the **Home** page displays.

- 1 For each child listed, click one of the checkboxes located in the **Attendance** section. (The options are: **Check In**, **Check Out**, **Sick**, or **Absent**.)
Note: You can only add today's attendance.

- 2 Click the **Save Changes** button.
A confirmation window displays.

Note: To clear any selections made and to begin again, click the **Reset Fields** button.

- 3 Click the **Close** button or wait for the **TimeClock Logon** page to display.

KinderConnect TimeClock 12/8/2010 8:54:00 AM Natalie Taylor | Logout Language English

Provider: Jody Simmons

Child Name	Birth Date	Status	Attendance
Taylor, Cameron Varying NonSchool (50)	1/31/2008	Checked Out	<input checked="" type="checkbox"/> Check In <input type="checkbox"/> Check Out <input type="checkbox"/> Sick <input type="checkbox"/> Absent
Taylor, Cody Varying NonSchool (50)	6/4/2009	Checked Out	<input type="checkbox"/> Check In <input type="checkbox"/> Check Out <input checked="" type="checkbox"/> Sick <input type="checkbox"/> Absent

Save Changes Reset Fields

TimeClock Attendance

Your attendance has been saved

Thank You!

Close

Reset Your Password

If you forgot your password, you can reset it.

- 1 From the **TimeClock Logon** page, click the **Click here if you forgot your password** link. The **Reset Password** page displays.
- 2 Enter your user name in the **User Name** field. Click the **Retrieve Secret Question** button.
- 3 Your secret question displays. (You chose this question the first time you logged in to TimeClock.) Enter the answer in the **Secret Question** field. Click the **Validate Secret Question** button (not shown here).
- 4 Enter your new password in the **Password** and **Verify Password** fields. Click the **Reset Password** button. A confirmation message displays. You can now use your new password.

Logon

User Name: ntaylor2

Password: *****

Logon

Click here if you forgot your password

Reset Password

Before you reset your password, you must first answer the secret question you entered when you created your account. Please enter your user name and click the **Retrieve Secret Question** button.

Username

User Name: ntaylor2

Retrieve Secret Question

Reset Password

Please enter and verify your new password and click the **Reset Password** button. Passwords must be at least 7 characters in length and contain at least 1 digit.

Reset Password

Password: *****

Verify Password: *****

Reset Password

Request Additional Support

If you have any questions or need help using TimeClock, you may contact:

NYS Office of Children and Family Services (OCFS) Child Care Time and Attendance (CCTA) Support Center:

Toll free telephone number: 1-877-369-6106. Press option 9 for Support.

E-mail: support@controltec.com