



*Cloud Connected Time & Attendance System*

# QUICK START GUIDE

## Step 1

### Create Your uAttend Account

1. Go to [TrackMyTime.com/signup](https://TrackMyTime.com/signup)
2. Follow the signup prompts



## Step 2

### Add Departments & Employees

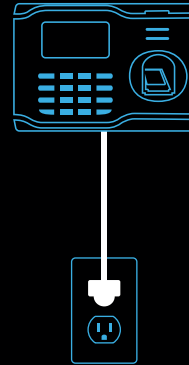
1. Select the “Departments” tab
2. Select “Add Department”
3. Enter department name and code, then select save
4. Select the “Users” tab, then select “Add Users”
5. Select the “Employee” role
6. Add the employee’s information
7. Assign the employee a home department/time zone
8. Save the employee’s information



## Step 3

### Connect & Mount Your Time Clock

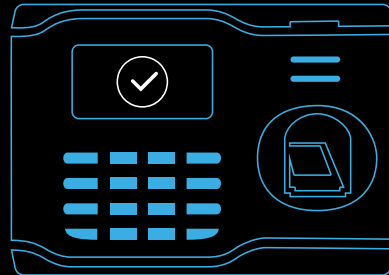
1. Connect your time clock to a power source
2. If applicable, connect your time clock to a LAN cable
3. Mount your time clock onto the wall



## Step 4

### Link Your Time Clock to Your uAttend Account

1. Connect your clock to the Internet
2. Enter your uAttend Company ID
3. Confirm that your account information is correct
4. Select a time zone based on the location of the clock.



See back panel for Customer Support contact information.

# Questions?

Contact us

Monday-Friday 8:00am-4:30pm Pacific (excluding Statutory Holidays)



Call

1-888-CTS-2144  
(1-888-287-2144)



Email

[support@canadiantime.com](mailto:support@canadiantime.com)

## *uAttend*<sup>™</sup>

*Cloud Connected Time & Attendance System*

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**PROCESSINGPOINT.**  
The Connected Workplace<sup>®</sup>

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