**TIMECLOCK PLUS INSTRUCTIONS**

 *CONFIGURING YOUR TIMECLOCK PLUS APP:*

1. Download TimeClock Plus Version 7

 

1. Choose Next

 

1. Go to “desired scheme”. Choose ***https***

 

1. ***Host****:* 301082.tcplusondemand.com and ***Port*** is 443 then Next

 

1. It takes you to “This app requires a connection to external server” then Next 
2. It will then go back to the beginning and ask you to choose “desired scheme” again and you should choose ***https.*** The information in ***Host and Port*** will be pre-populated then choose Next.



1. ***Namespace:*** 301082



1. Select the company you want to log hours for. Choose: “Albuquerque Public Schools” 
2. Enter your ID number (Same as Smart Find ID)

Enter PIN (it is your Access ID)