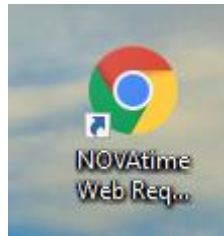


How to Sign in to the NOVAtime Kiosk

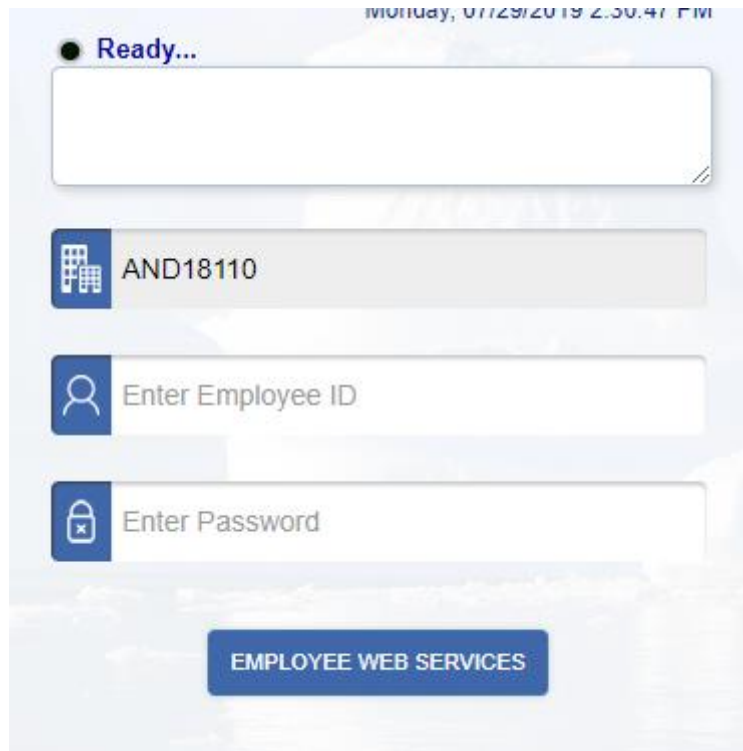
1. Click on NOVAtime Web Requests on your work desktop OR go to this link:



Or

<https://online4.timeanywhere.com/novotime/ewskiosk.aspx?cid=95e4b716-29c7-4a74-8426-3bebd3ea8eb5>

2. Log in on the page that appears:
 - a. Under Employee ID, input the last 4 digits of your SS#
 - b. Under Password, input your custom password.
 - i. If this is your first time accessing the site, please use password a1234567 (Note the lower-case 'a') You will be prompted to change your password at this time.
 1. New password must be between 8-12 characters and must have at least one number in it.

A screenshot of the NOVAtime Kiosk login page. The page has a light blue background with a white login form. At the top right, it says 'Monday, 07/29/2019 2:50:47 PM'. Below that is a 'Ready...' status indicator. The form contains four input fields: a large empty field at the top, a field with a building icon and the value 'AND18110', a field with a person icon and the placeholder 'Enter Employee ID', and a field with a lock icon and the placeholder 'Enter Password'. At the bottom of the form is a blue button labeled 'EMPLOYEE WEB SERVICES'.