How to Sign in to the NOVAtime Kiosk
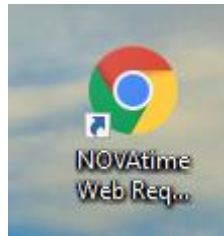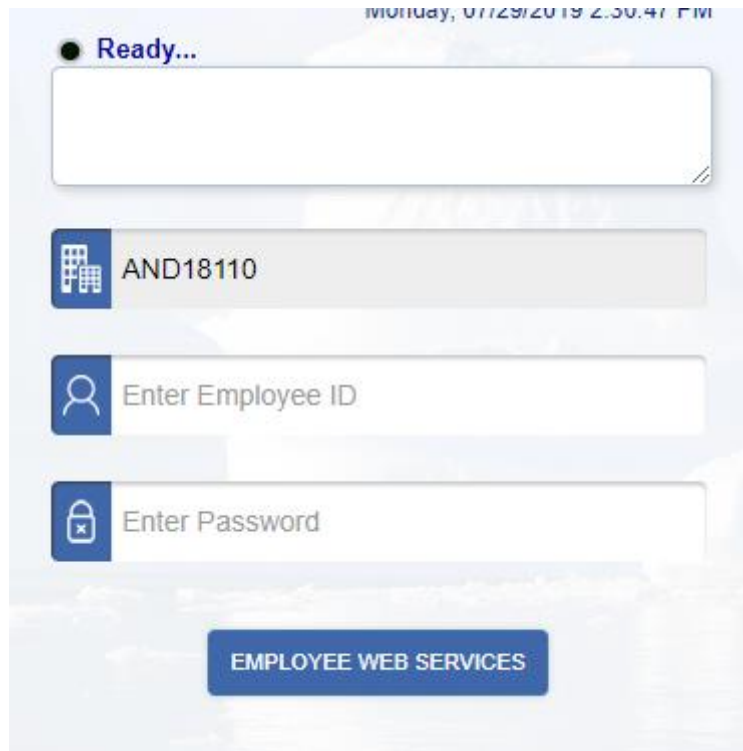
1. Click on NOVAtime Web Requests on your work desktop OR go to this link:

NOVAtime
Web Req...

Or

https://online4.timeanywhere.com/novatime/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 bewtween 8-12 characters and must have at least one number in it.