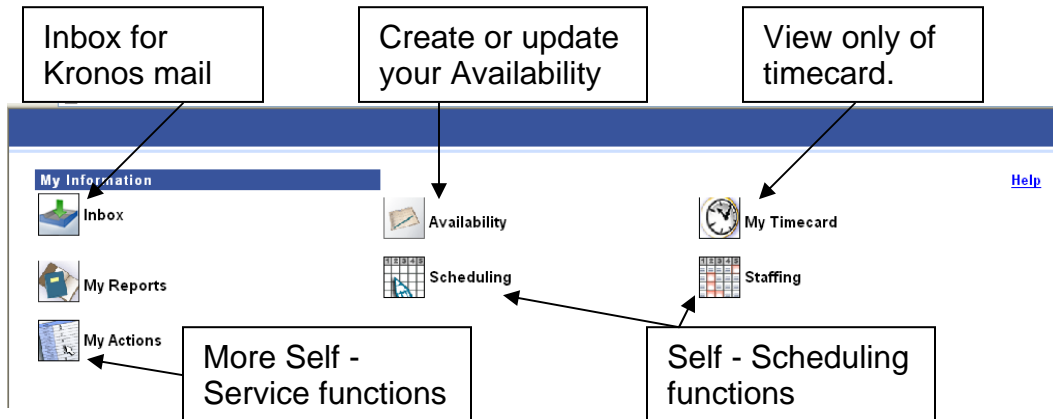


Employee Self – Service – Logging In / Inbox

Starting Kronos

1. Enter the URL to access Kronos:
<https://www.kronos.utah.edu>
2. Select the Employee Time Entry link.
3. Enter your UNID as the User Name. Be sure to use a lowercase “u”.
4. Enter your password. To reset or find the default password, go to gate.acs.utah.edu
5. Hit Enter or click on the Log On button.



Checking your inbox

Click on the Inbox icon to access your Kronos mail.

Click on the Messages tab to view any messages.

The screenshot shows the "Inbox" page with a "Messages" tab selected. Below the tab are links for "New", "Open", "Reply", and "Delete". There is an "As of Date:" field with a dropdown arrow. Below this is a table of messages.

From	Subject	Received
JONES, INDY	Your Request for Time off	4/29/2006 9:16AM
JONES, INDY	Your Request for Time off	4/11/2006 2:52PM
JONES, INDY	Schedule is marked as posted	4/10/2006 10:58AM
JONES, INDY	Your Request for Time off	4/03/2006 2:24PM