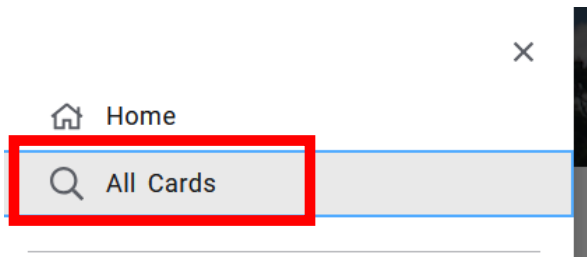


Shortcut to Clock In/Out

1. Go to my.citadel.edu
2. Click on the menu symbol top left



3. Then click on *All Cards*



4. Type in *Timecard* and hit enter
5. Click on the flag, in the top right of the card, to save it as a favorite on your home page
6. To clock in/out just click the blue box in the center of the card

