Here is the link   https://timeclock.mntc.edu/app/webclock/#/EmployeeLogOn
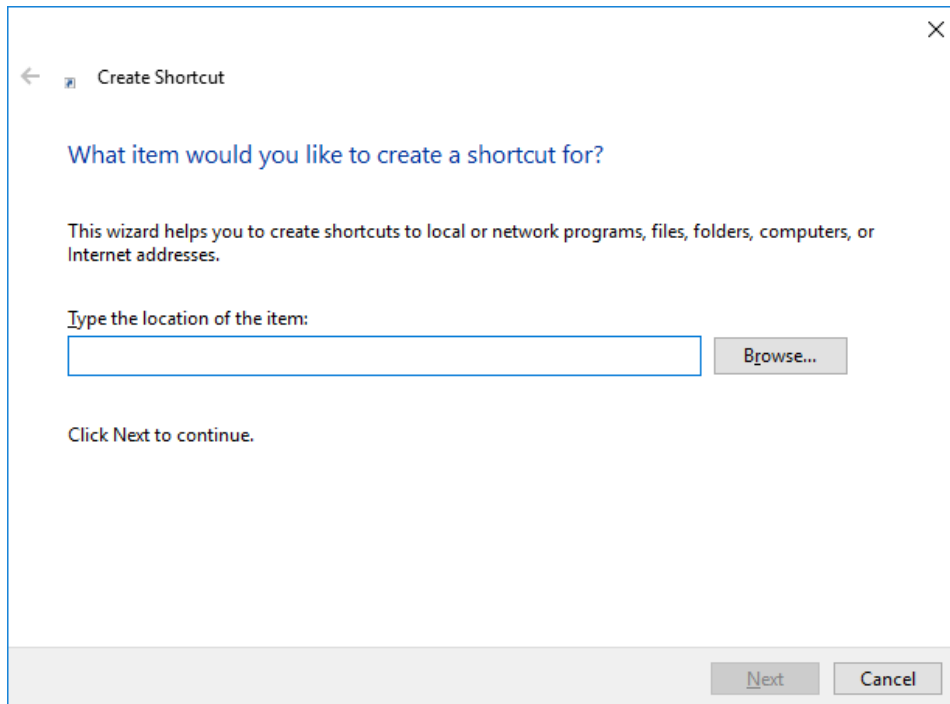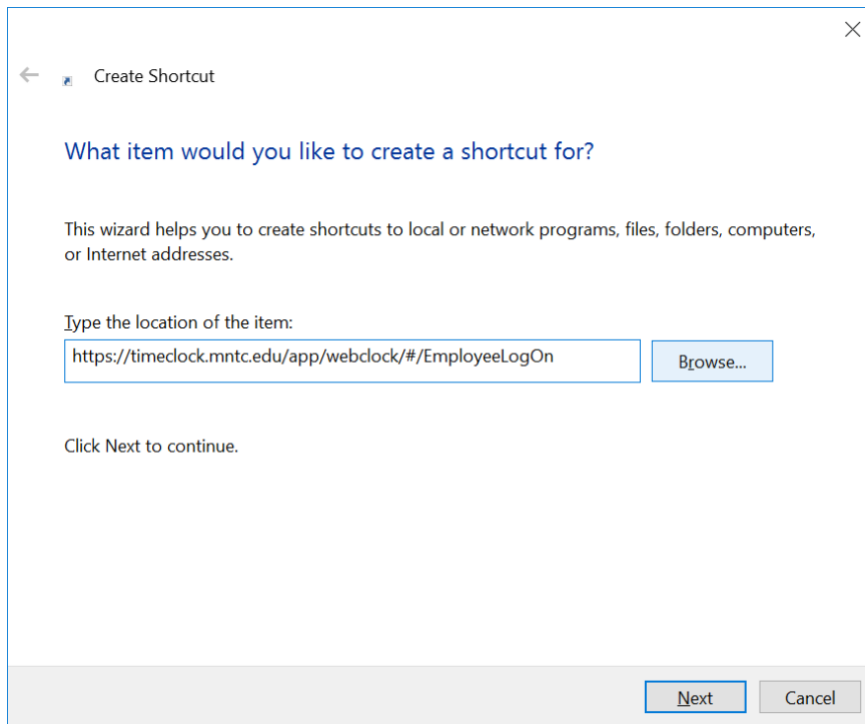
Steps to place the link onto your desktop…

_____

1. Right-click on the link above and choose – Copy Hyperlink

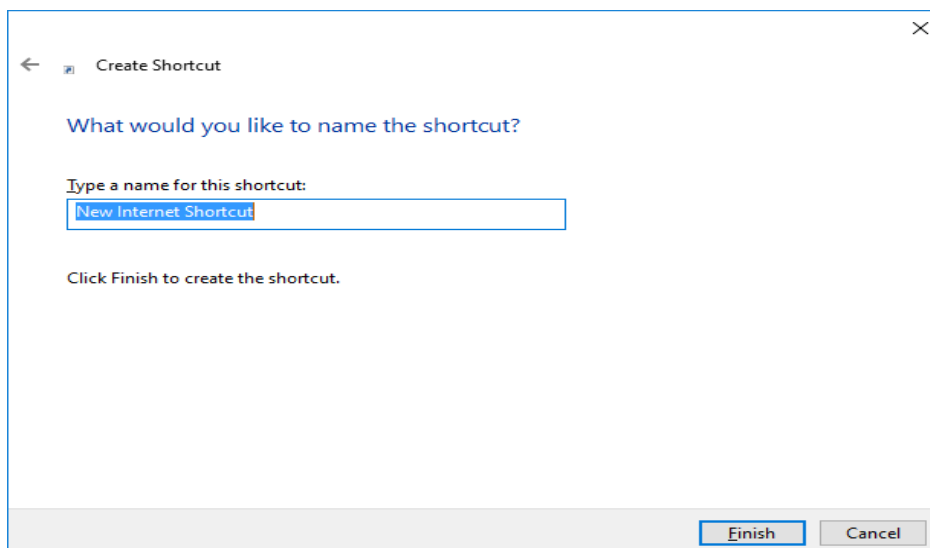2. Right-click on your desktop and choose – **New** and then select **Shortcut**
   a. This appears

3. Your cursor will be in the box under "Type the location of the item:"
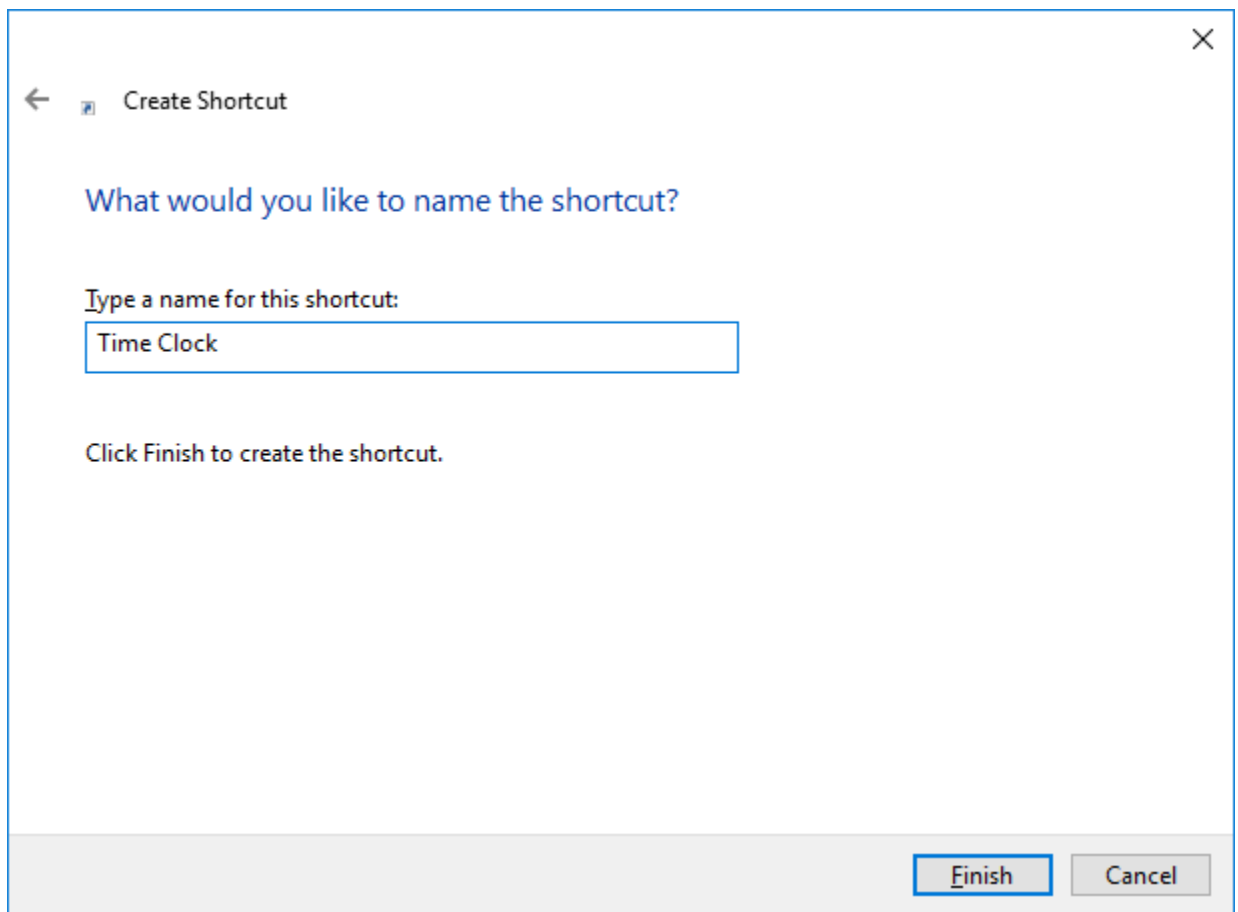
4. Paste the link to that box by either using **Ctrl V** or right-click in the box and selecting **Paste**
   a. This is what you should see…

5. Click **Next**
   a. The following screen appears….

6. Give the shortcut a relevant name, such as **Time Clock.**...

7. Click **Finish**