



TCP Mobile Clock Registration Brownsville Independent School District

The TCP MobileClock app allows employees to log into the TCP Employee Dashboard. You can do a variety of tasks, including **Clock In/Out, View and Approve Hours, Request Time Off, View and Accept Assignments, and View Schedules** on your Android or Apple smartphone.

Start by downloading the Mobile App from your App Store.

Compatibility

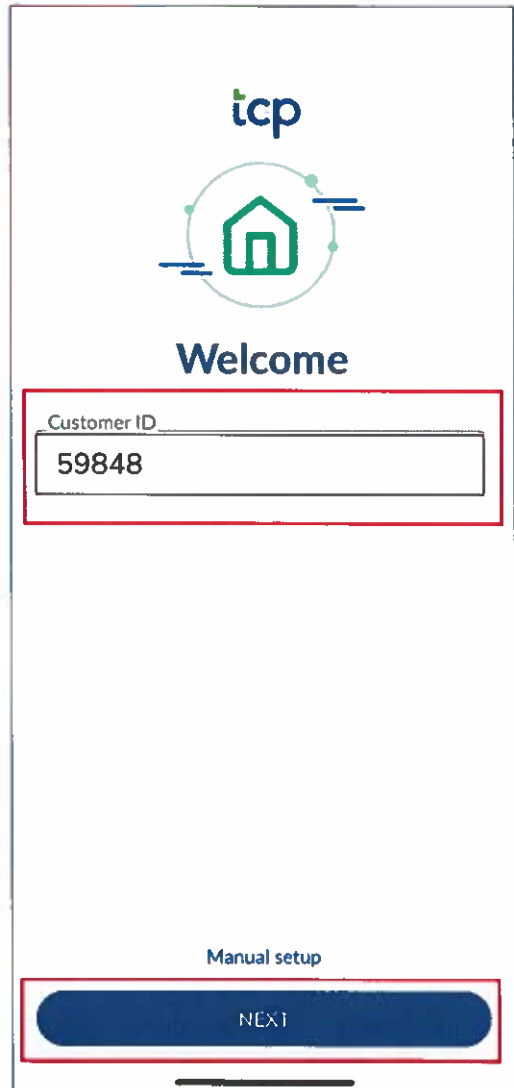
- Android version 5.0 ("Lollipop") or higher.
- iOS version 9 or higher for iPhone or iPad.





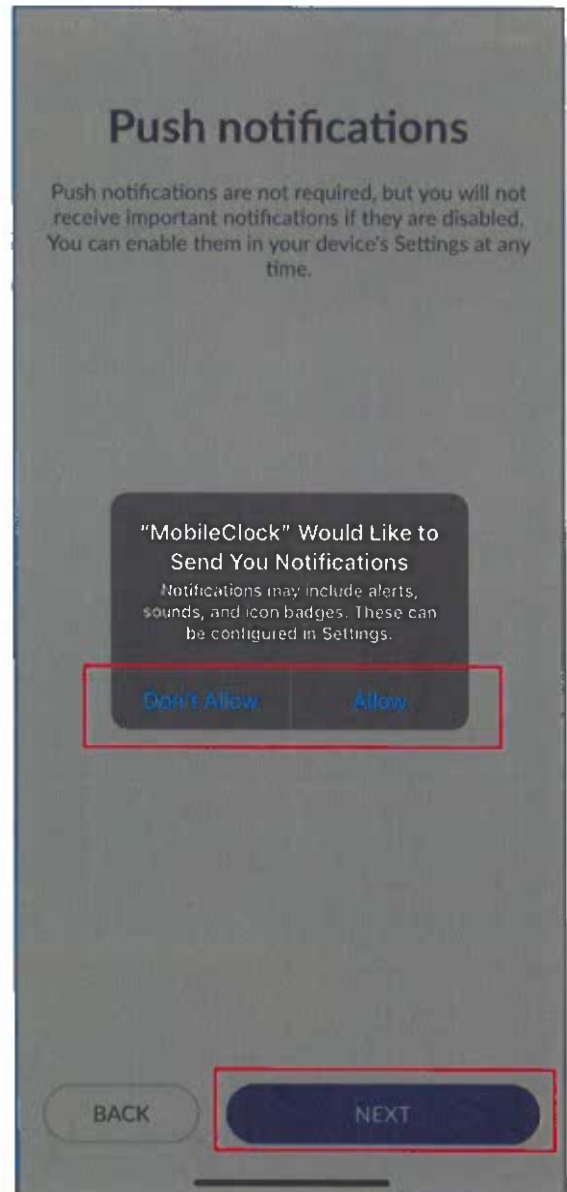
Welcome to the new TCP Mobile App!

To Register the TCP MobileClock enter your Customer ID, the **Brownsville Independent School District Customer ID is 59848**, then select next.





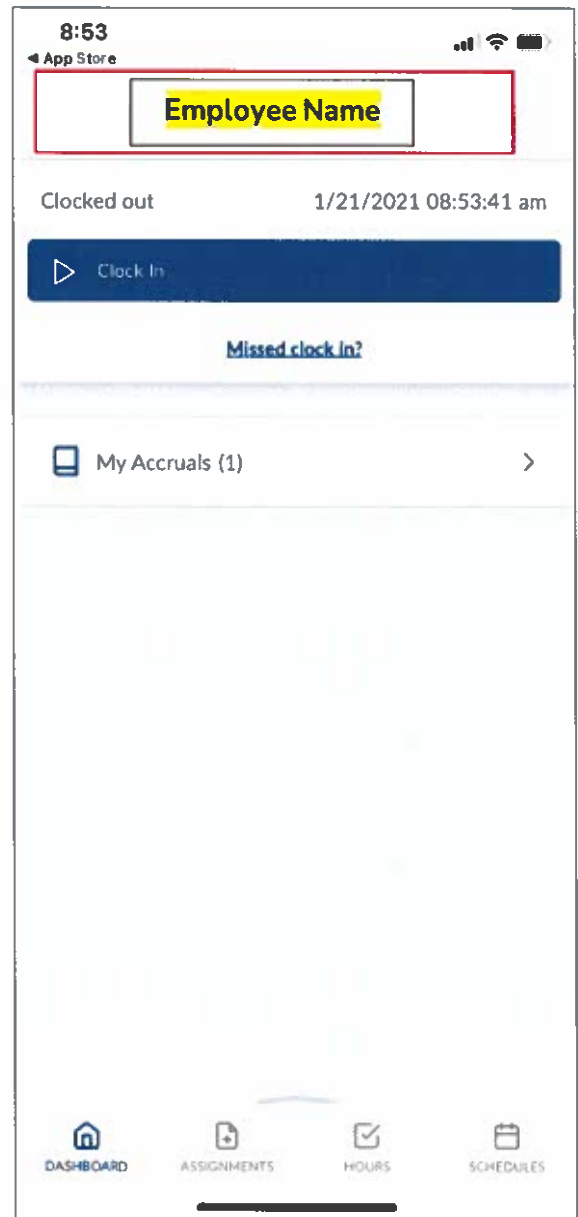
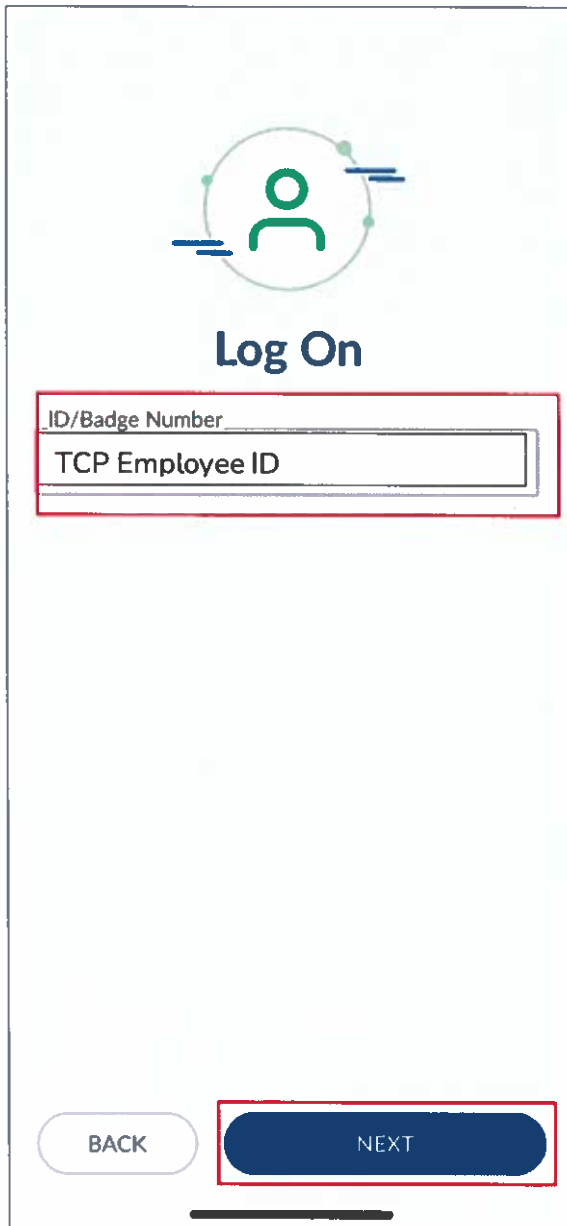
The TCP Mobile app will give you the option to setup Push notifications. In order to receive notifications about new assignments on your phone you will need to **select next and choose the option Allow.**





The next step in registering the TCP MobileClock is enter your **TCP Employee ID**, if you do not know your Brownsville Independent School District TCP ID please contact your TCP administrator. Then **select, next**.

You have now registered your smartphone and will see your TCP Employee Dashboard, to verify **your name will be at the top of the screen**.



How to View Available Assignments

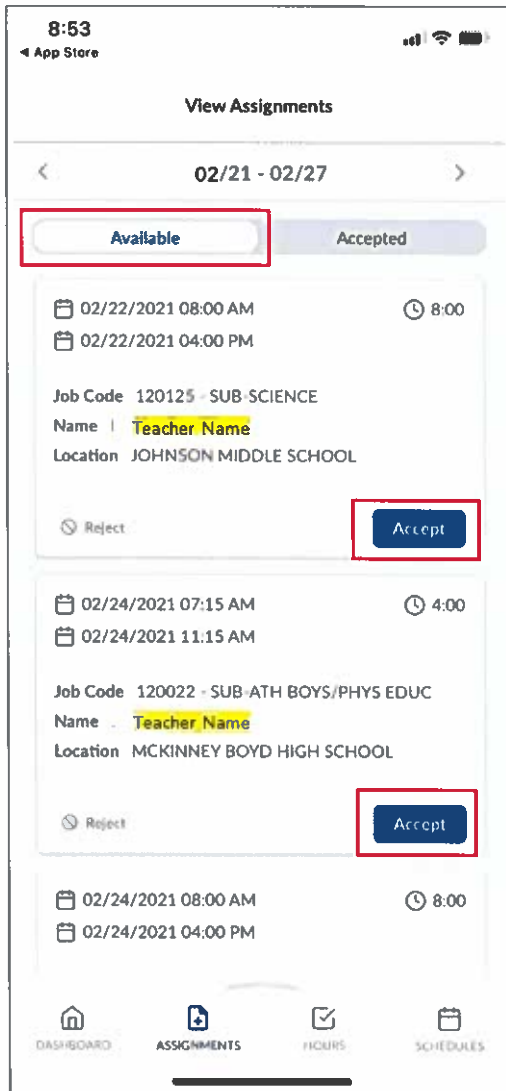
To view your available assignments, **select the Assignments button** located at the bottom of Dashboard screen (Home Screen). At the top of the View Assignments page, **select Available**.

At the top of the View Assignments screen you can move to a desired week by clicking the arrows. All assignments for each day will be present, they are listed in order by date. If

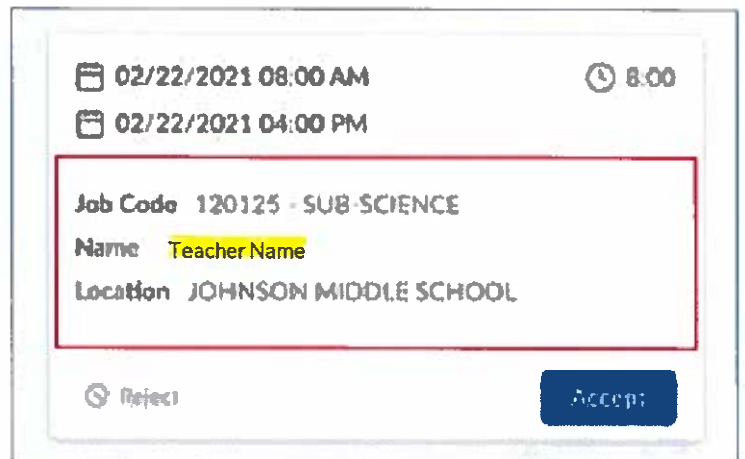


there are multiple assignments on a day, **once you select an assignment the remaining assignments allocated for the same time and day will be removed.**

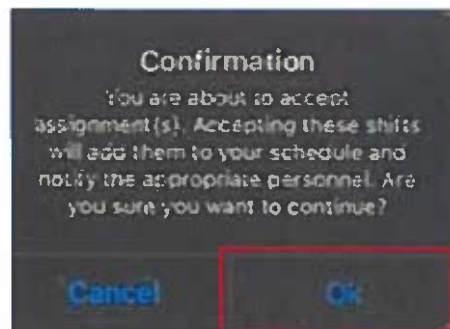
To accept, **select the Accept button** located on the assignment you want to accept.



Each assignment has the Date, Time, Subject, Teacher, and Location.



Once you accept the assignment you will be asked to confirm your selection. **Select, OK.**

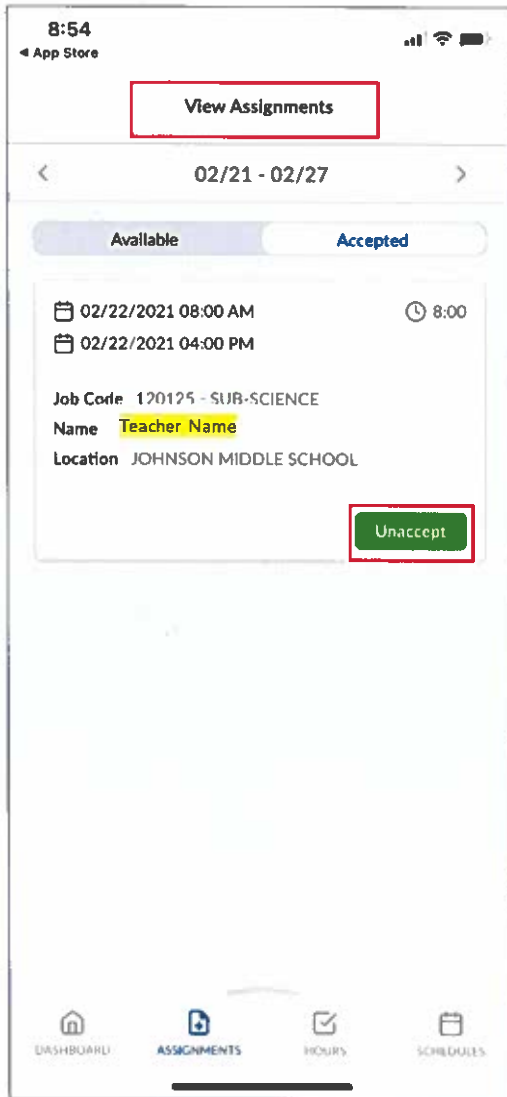


How to View Accepted Assignments

To view your accepted assignments, **select the Assignments button** located at the bottom of Dashboard screen (Home Screen). At the top of the View Assignments page, **select Accepted.**



At the top of the View Assignments screen you can move to a desired week by clicking the arrows. All assignments for each day will be present, they are listed in order by date. If you need to Unaccept an assignment within the allowable time frame designated by Muhlenberg County Board of Education, select Unaccept. Once you select Unaccept you can go back to the Available assignments tab to choose an alternate assignment.



On the day of your assignment, you will be able to view and confirm the **Subject, Location and Teacher** you are substituting for by looking at your accepted assignments.

