

Synovia Portal Directions to View Time Cards

Step 1: Go to <https://portal.synovia.com/>

Step 2: **Under Login** there are two tabs: Clock-In and Portal. **Click on Portal.**

Step 3. Enter your Employee ID. **(Last 4 of your SSN)**

Step 4: Enter your password. **(If you forgot password, see Step 10).**

Step 5. Enter account number: **74384**. Choose "Remember Account Number" so you do not have to remember this number each time.

Step 6. Click Login.

Step 7. A Menu is on the left hand side of screen.

- To view your previous clock ins/outs, select "Review Past Work". You can go back to previous weeks and months to review. Click on small calendar and choose dates.
- Note that at the bottom of the screen, you can see the hours you worked each am and pm shift of each day and any other hours you may have worked such as Field Trips, Work Force, After School, Bus Repair/Transport, etc. Total hours worked is shown for each day and for the week.

Step 8. When finished reviewing, simply click on "Log Off".

Step 9. If you see issues with your Time Card, contact Joan in the office.

Step 10. To reset password, if you forgot what it was, enter in your Employee ID **(Last four of SSN)** and the Account Number **(74384)** on the Login Screen. Then click on **"Forgot My Password"**.

- Follow the prompts to enter a new password and confirm password.
- Select security question and answer.
- Click Save.
- You should now see the main screen. Go to Step 7 and follow remaining steps. If unable to, contact Joan in the HR office.

Step 11. You can change your password at any time. To do this, once you are in the Portal, click on **"My Account"** in the Menu:

- Follow the prompts to change password and confirm password.
- If you want to select a new security question and answer, do so at this time.
- Click Save.