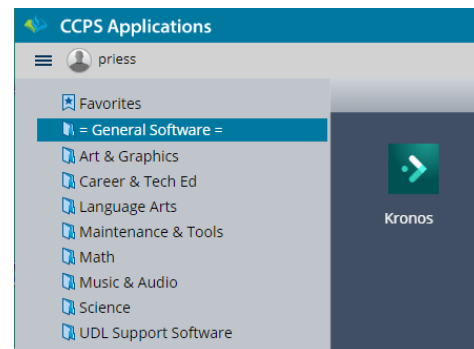
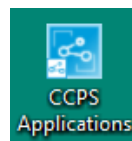


Kronos: Accessing Kronos

Kronos allows employees to manage their timekeeping and attendance information. You can access Kronos from a CCPS computer, through the Kronos website, or by using UKG Ready mobile app.

Access Kronos from a CCPS Computer

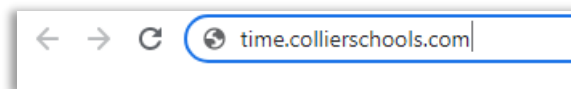
1. Open CCPS Applications from your desktop.
2. Locate the **Kronos** icon under **General Software**.
3. Double-click the **Kronos** icon.
4. The user dashboard displays.



Note: Kronos uses Single Sign-On (SSO) on CCPS computers. When connected to the CCPS network, you are signed in automatically.

Access Kronos via the Website

1. Open **Google Chrome** (preferred browser).
2. Enter the URL: **time.collierschools.com**.
3. Enter your CCPS network username and password.
4. Click **Login**.
5. The user dashboard will display.



Note: If using a CCPS computer on the network, SSO will automatically sign you in.

Access Kronos via UKG Ready Mobile App

1. Download the **UKG Ready** app from the Apple App Store or Google Play Store.
2. Complete the initial setup:
 - a. Region: **North America**
 - b. Company Short Name: **6024629**
3. Click **Continue**.
4. When prompted:
 - a. **Allow UKG Ready to use your location:** Select **Allow While Using App**.
 - b. **UKG Ready Would Like to Send You Notifications:** Select **Don't Allow**.
5. Enter your CCPS network username and password.
6. Select **Sign In**.

