

Add a New Username:

Setup menu: Employee Setup

Add the new employee's username here

Username	Employee #	Password (Optional)	Email (Optional)	Status
David Miller	27		david@legitco.com ☒ Send	☒ Active ☐ Inactive ☐ Terminated
Add Employee				

Employee #'s are required for the use of readers, and often required for payroll exports.
Employee #'s cannot be duplicated.

Hello David Miller,

Your username is now set up with your time clock! To log in, go to <https://mytimeclockportal.com/Login/LegitCo/David%20Miller>.

Your Company Login: LegitCo
Your Username: David Miller

The next time you log in, leave the password field blank, and it will prompt you to create one after you click Login.

Click "Add Employee" to add new username.

After saving, the new Username will drop down into the list of employees.

Make sure your filters are set to "Active" and "All" to see everyone.

Filter by:
Status Department Employee

There are 17 active usernames

Export Employee List to Excel

Username	Employee #	Change or Clear Password	Email	Status	Last Activity	Delete
David Miller	27	(Blank) ☐ Clear	david@legitco.com ☐ Send	☒ Active ☐ Inactive ☐ Terminated		☐ Delete

Change or Clear Password

***** ☐ Clear

When password is blank:

- Employee logs in for the first time with **NO** Password.
- Employee will then be prompted to create a password.

When password is set:

- Password will always be hidden with asterisks.
- To reset, just type a new one and save.
- To let the employee set their own, checkmark "Clear" and save.

Re-activate an Old Username:**Setup menu: Employee Setup**

To reactivate a username, utilize the filters on the Employee Setup page to view all usernames, including Inactive and Terminated.

Filter by:

Status Employee

→ Status

- Set username back to Active
- Save Changes

(or)

Setup menu: Employee Restore

You can also restore Inactive, Terminated, and even Removed/Deleted usernames from the Employee Restore page.

Employee	Employee #	Last Login	Status	Status Set	Restore
Elizabeth Lee	45		Inactive	9/6/2022 1:02:16 PM	☒

- Checkmark "Restore"
- Save Changes