Time Clock Plus Access

There are 2 ways to access Time Clock Plus.

You can either:
- ## Follow the Time Clock Plus Link
- ## Access through VCOM webmail

Follow the Time Clock Plus link:

1. **Follow the appropriate link from below:**
   - VCOM Employee Link

https://myapps.microsoft.com/signin/f1cbbb3e-5c89-49d9-945b-e207423faf95?tenantId=9b8f1f7b-b013-4471-a8c4-99a15ecc8b1c

   - Supervisor Link

https://myapps.microsoft.com/signin/b6792105-3296-4727-afd8-5a5409298e55?tenantId=9b8f1f7b-b013-4471-a8c4-99a15ecc8b1c

2. **If you are not automatically signed into the Time Clock Plus website, you should see the screen shown below. You will need to enter your VCOM email address.**

Enter your VCOM email address.
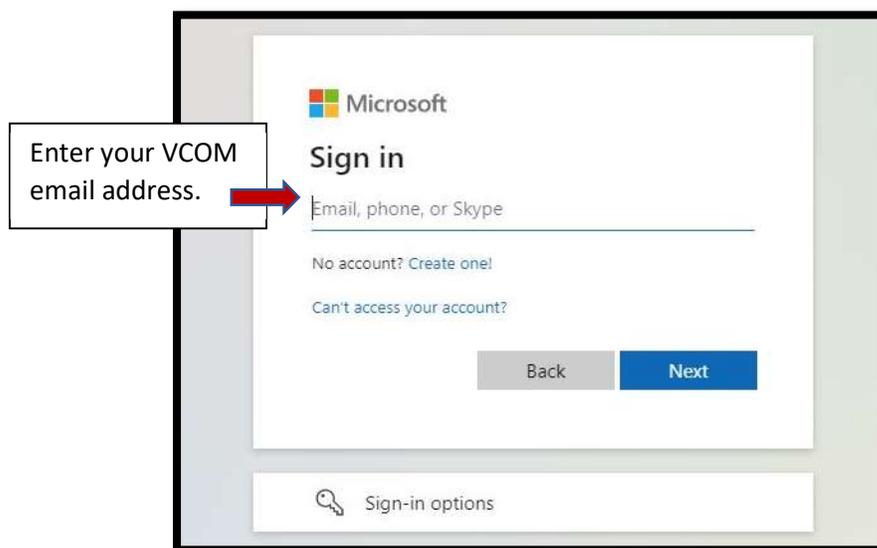
3. **A second log in screen will appear. Enter your VCOM username and password. This will be the same username and password that you use to log into your VCOM computer.**

Sign In

VCOM

Type your user name and password.

User name:

Password:

This will be the same information you use to log into your VCOM computer.

Sign In

Access Time Clock Plus via VCOM Webmail:

1. **From the VCOM website (www.vcom.edu) click on the QuickLinks/Search Button**

2. **Then click on Webmail**

3. **If your VCOM Outlook email is already open you will automatically be signed into webmail. If you see the screen shown below all you need to do is enter your VCOM username and password. This will be the same username and password that you use to log into your VCOM computer.**
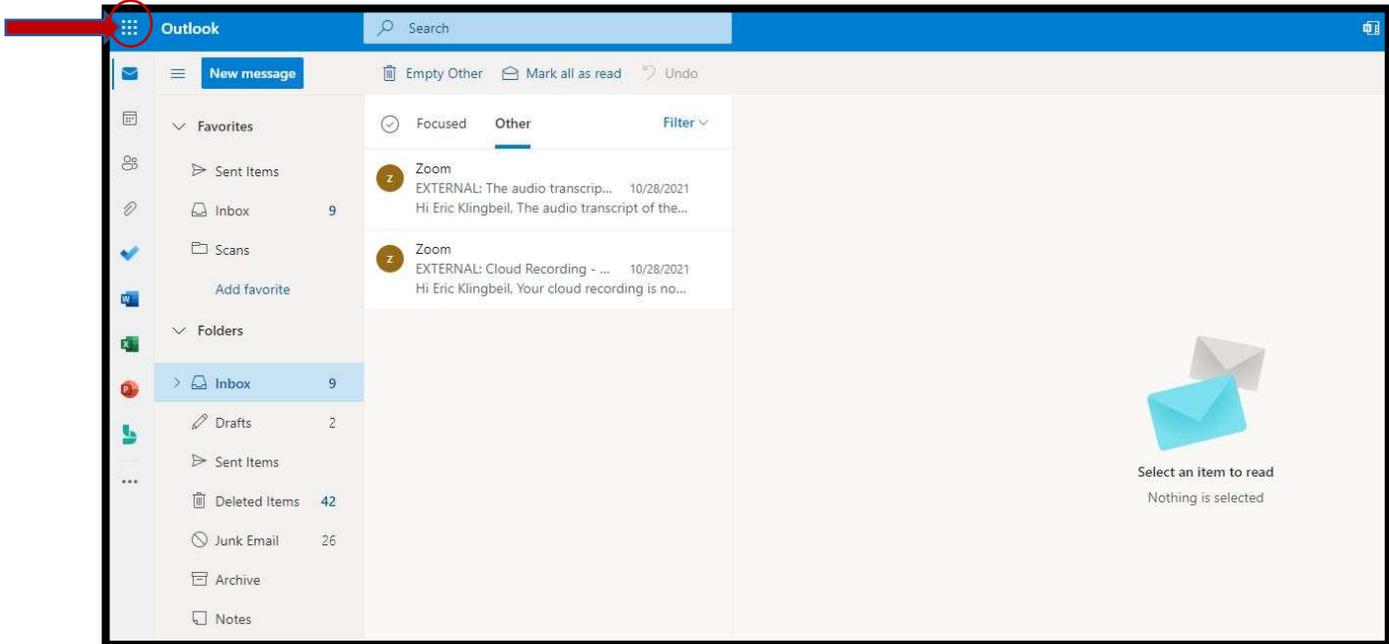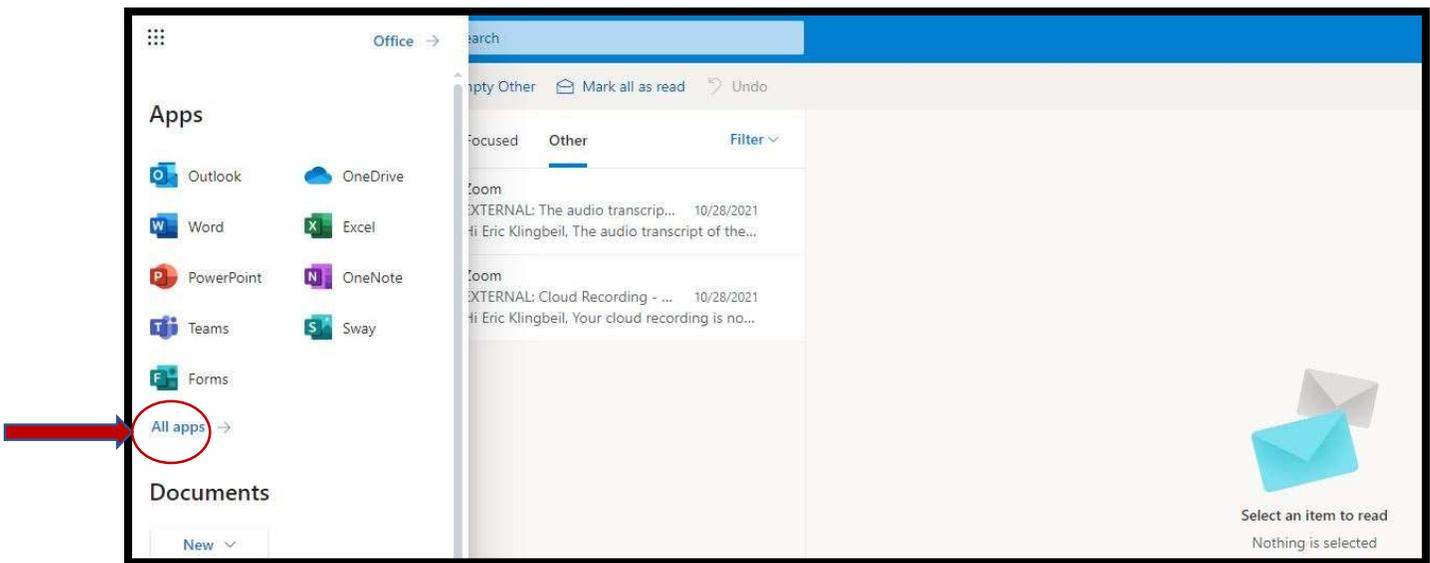

This will be the same information you use to log into your VCOM computer.

4. **Once in your webmail, click on the App Launcher icon**

5. **Then choose All Apps**

6. **Scroll down to the bottom of the apps until you reach TimeClock Plus SSO**
   - **All employees can sign on through TimeClock Plus SSO (Employees)**
   - **Only supervisors will see and can sign on through TimeClock SSO (User)**