

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:

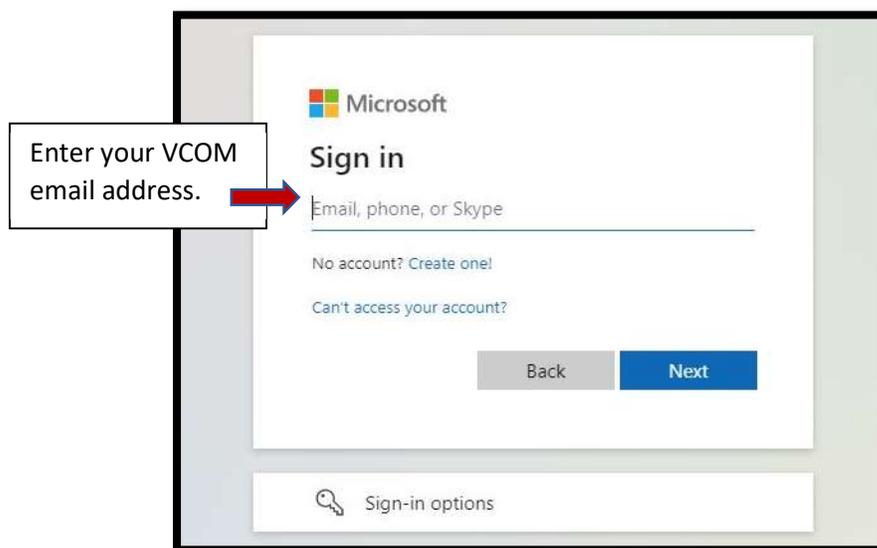
- VCOM Employee Link

<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.



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: Example

Password:

Sign In

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

Access Time Clock Plus via VCOM Webmail:

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

ABOUT ALUMNI EMPLOYMENT FACULTY AND STAFF GIVING NEWS AND EVENTS QUICKLINKS / SEARCH

ADMISSIONS ACADEMICS STUDENTS RESEARCH LOCATIONS

Welcome to VCOM

The MISSION of the Edward Via College of Osteopathic Medicine (VCOM) is to prepare globally-minded, community-focused physicians to meet the needs of rural and medically underserved populations and promote research to improve human health.

2. Then click on Webmail

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CLOSE X

Q Search by keyword or interest SEARCH

Quicklinks

- > College Catalog and Student Handbook
- > Webmail
- > Faculty/Staff Directory
- > Block Calendars
- > Library
- > IT Services
- > Registrar Services
- > Diversity at VCOM
- > Canvas
- > Help Desk
- > NCAHD
- > OSTMED.DR
- > MyVCOM
- > VCOM TV
- > Clinical Portal
- > HEERF I, II, & III (PDF)
- > Quarterly HEERF Institutional Portion Report
- > Title IX and Sexual Harassment Policy and Procedures



ADMISSIONS ACADEMICS STUDENTS RESEARCH LOCATIONS

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.

Sign In

VCOM

Type your user name and password.

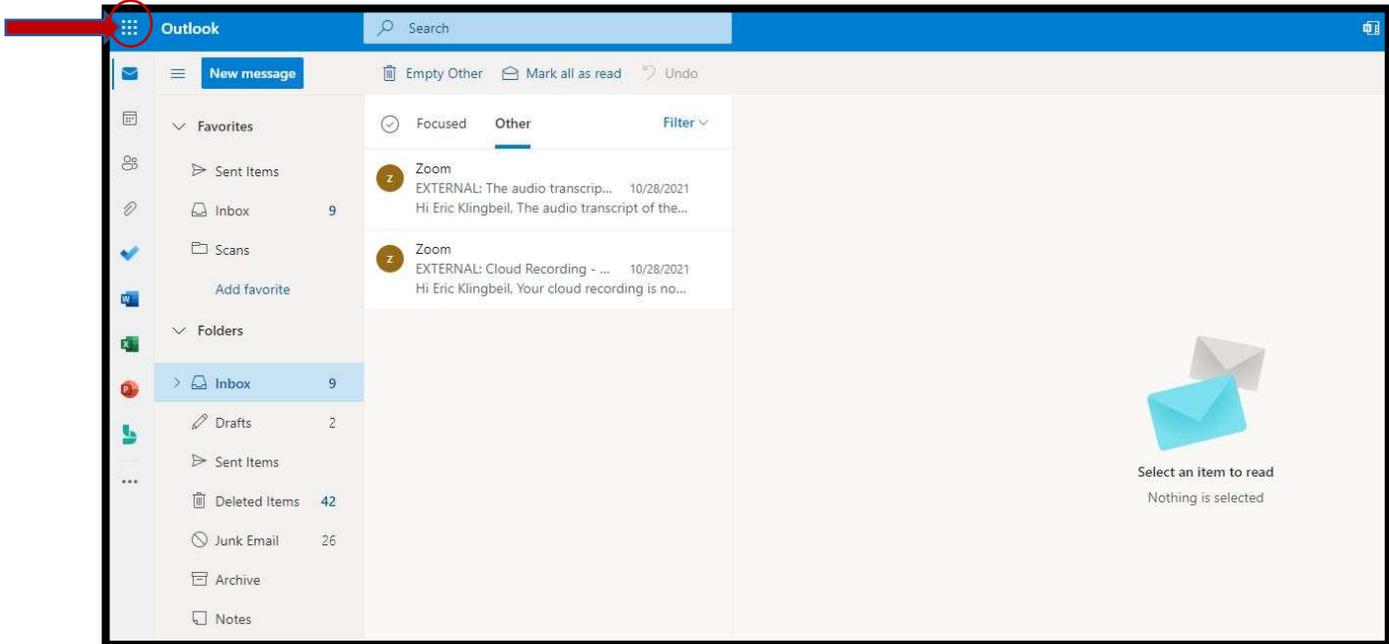
User name:

Password:

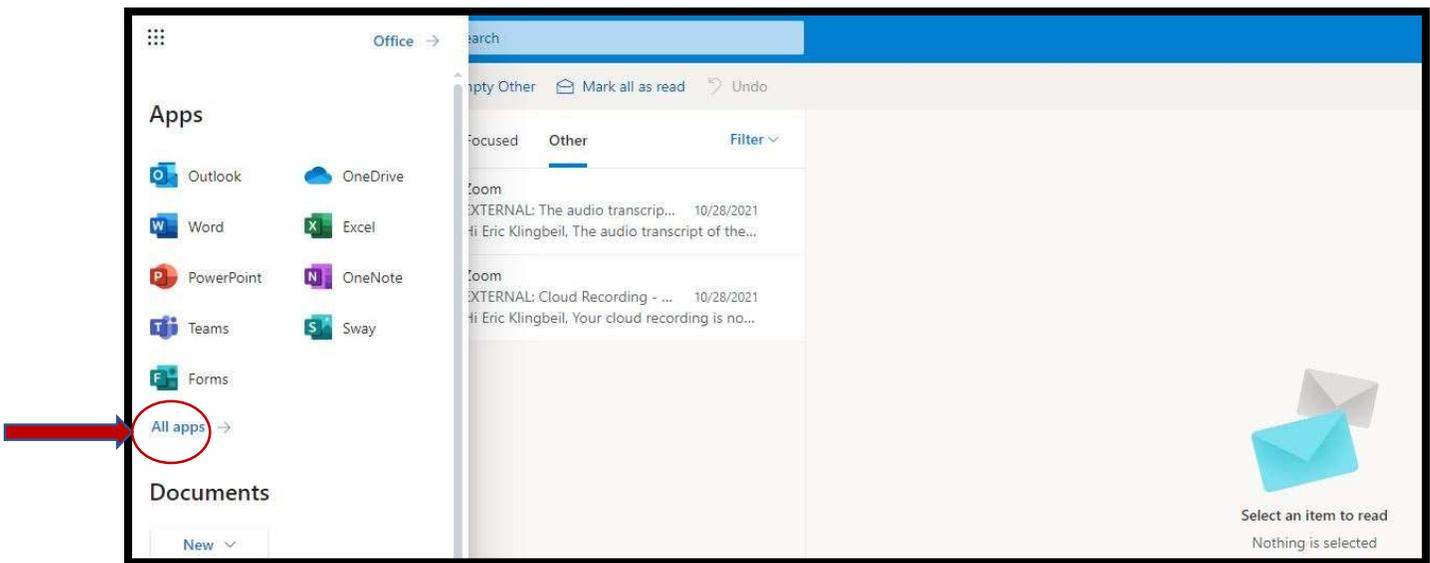
Sign In

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)**

