

Using the TimeClock Plus v7 Mobile App

The **TimeClock Plus v7** mobile app is available to aide in viewing schedules and previously worked hours when away from work. It is available for download in the app store by searching for TimeClock Plus v7.

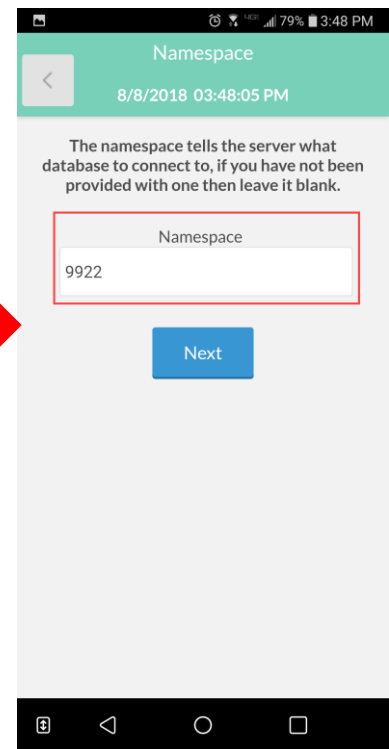
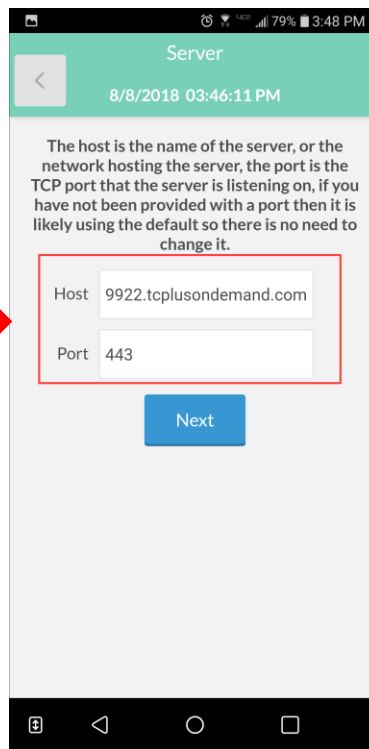
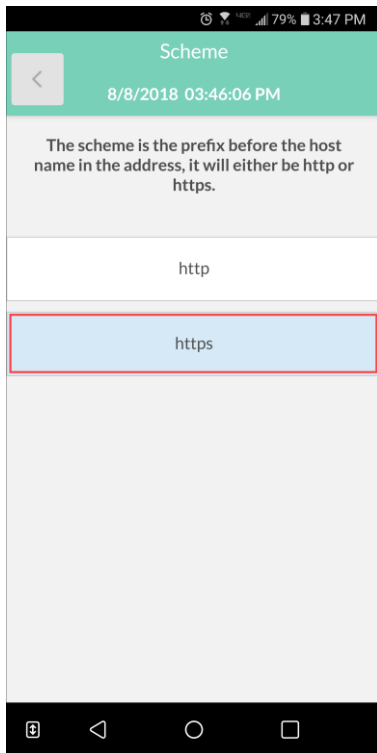


The TimeClock Plus v7 mobile app is available for both iPhone and Android. All screenshots from this guide were taken using an Android. The iPhone version has similar functionality.

First Time Set Up

The following steps are required after download to link the app to the University of Wyoming's TimeClock Plus system. You will only need to follow these steps the first time you access the app.

- Select **https** as the **Scheme**.
- Enter the following information on the **Server** screen.
 - **Host:** 9922.tcplusondemand.com
 - **Port:** 443
- In the **Namespace** enter **9922**.



Log-in and Mobile Dashboard

- The first time you access the mobile app, you will be prompted to log-in using your **badge/ID**. This is your W number with an 8 replacing the W (ie: 85555555).
- Upon log-in you will be brought to the dashboard. From here you can access any of the following options:
 - **Hours:** Previously clocked hours.
 - **Schedules:** Schedules assigned
 - **Note:** Some departments allow for approval of time from the app. UW does not permit clocking in/out via mobile app so this feature will not appear on your dashboard.

