

Employee Kiosk



Employee Kiosk Staff Manual

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LOGGING IN

Logging into the Kiosk requires a full email address and user password.



To create a Kiosk Account, click on the First time user link at the login page and the screen on the right will display.

You will be required to enter the following:

1. Either an employee id or social security number
2. Select the county where your district is located
3. Select your district
4. Enter your email address that is on your payroll record. You may need to check with your payroll department to verify the email address on file.



A notification will be sent to the email address you supplied with the password to use for accessing the Kiosk.

Once the password is received you can access the Kiosk using the email address and password. When logging in for the first time you will be prompted to change your password. Currently the Kiosk password does not expire.



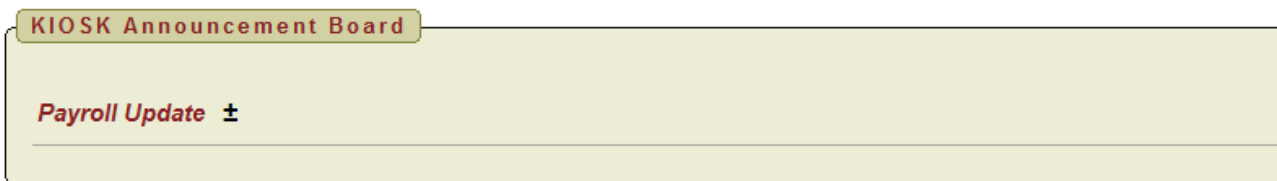
EMPLOYEE KIOSK DOCUMENTATION

This link will take you to the Kiosk website where you can find documentation, see weekly summaries, enhancements suggestions and other information related to the Kiosk software.



KIOSK ANNOUNCEMENT BOARD

Announcements for staff from payroll administrators will be placed in the Kiosk Announcement Board. To see the full announcement, click (+) symbol next to the announcement title.



Clicking the (-) symbol will close the announcement.



OTHER LINKS

If your district is using the Other Links functionality of the Kiosk you will see links to other websites on your horizontal bar that have been placed there by payroll administrators. You can click on these links at anytime to go to that website.



PROFILE

The profile page gives the user the personal information drawn from USPS (Uniform School Payroll System).

Employee Profile [Request Profile Data Change\(s\)](#)

Employee ID: GRA000100 State Certification ID:

Name:
First Name: Emily Middle Name: ES Last Name: Teacher Suffix:
Legal First Name: Legal Middle Name: Legal Last Name: Legal Suffix:

Contact Information:
Address 1: 833 Submarine Drive Phone: (444) 444-4444
Street Address 2: District Phone: District Extension:
City: Othertown State: OH Zip Code: 44447
Email Address(es): esteach1@nooc.k12.oh.us, sbaughman@noe.n.com

Other Information:
Gender: Female Ethnicity: Marital Status: Married
OSSE District Code: Sub Days: Spouse's First Name:

Education/Qualifications:
Degree Type: Bachelors ECE Qualification:
Semester Hours: 0 Other Credentials:

Employee Dates:
Date of Birth: 08/09/1955 Last Evaluation: Last Paid: 02/27/2009 Contract Renewal: Limited Contract Exp:
Hire Date: 08/21/2000 Next Evaluation: ODHS New Hire: 08/21/2000

Experience:
Total Years: 0 District: 0.00 Retirement System: 0.00 Ohio Public: 0.00 Non-Ohio Public: 0.00 Military: 0.00
Authorized Years: 0 Accredited District: 0.00 Purchased: 0.00 Ohio Private: 0.00 Non-Ohio Private: 0.00 Transfer: 0.00
Building: 0.00

If the information is in error you may Request Profile Data changes by clicking on the link in the top right hand corner. You can then enter your change in the white box next to that field that needs the correction and then click Submit Change Request. A request is sent to the payroll staff and they will manually update the payroll system.

Employee Profile [Request Profile Data Change\(s\)](#)

Employee ID: GRA000100 State Certificati

Name:
First Name: Emily Middle Nar
Legal First Name Legal Middle Nar

Contact Information:
Address 1: 833 Submarine Drive Phone: (444) 444-4444
Street Address 2: District Phone: District Extension:
City: Othertown State: OH Zip Code: 44447
Email Address(es): esteach1@nooc.k12.oh.us, sbaughman@noe.n.com

Other Information:
Gender: Female Ethnicity: Marital Status: Married
OSSE District Code: Sub Days: Spouse's First Name:

Education/Qualifications:
Degree Type: Bachelors ECE Qualification:
Semester Hours: 0 Other Credentials:

Employee Dates:
Date of Birth: 08/09/1955 Last Evaluation: Last Paid: 02/27/2009 Contract Renewal: Limited Contract Exp:
Hire Date: 08/21/2000 Next Evaluation: ODHS New Hire: 08/21/2000

Experience:
Total Years: 0 District: 0.00 Retirement System: 0.00 Ohio Public: 0.00 Non-Ohio Public: 0.00 Military: 0.00
Authorized Years: 0 Accredited District: 0.00 Purchased: 0.00 Ohio Private: 0.00 Non-Ohio Private: 0.00 Transfer: 0.00
Building: 0.00

Callout Box:
Request Profile Data Change(s)
Cancel Submit Change Request

POSITION DETAILS

This is a brief view of your contract information.

If you have multiple positions you can select that position from the under the Current Positions section and the contract information for that position will display below.

Current Positions

Job Title	Start Date	Job Status	Display Details
Elementary School Teacher	09/21/2001	Active	Display Details

[Export to CSV](#)

1 - 1

Position Details

Job Number	1		
Job Title	Elementary School Teacher	Start Date	09/21/2001
Job Status	Active		
Rating (R)	B1		
Contract Amount	\$50,000.00	Daily Or Hourly	Daily
Hours in Work Day	7	Pay Per Period	\$1,923.08
Work Days in Contract	193	Calendar Start Date	09/21/2001
Salary Schedule Step	0	Salary Schedule Column	0
Eligible for Sick Leave	Yes		
Eligible for Personal Leave	Yes		
Eligible for Vacation Leave	No		
Supervisor Name	Marcia ES Principal	Supervisor Email	eSPRN@MCOECK12.OH.US

PERFORMANCE REVIEWS

If your district is using the functionality of Performance Reviews you will have the ability to see when your last review was done, any documentation that was attached by your supervisor for that review, and when your next review is due.

My Performance Reviews

	Current Evaluation Date	Next Evaluation Date	Documents Attached
VIEW	10/13/1999	-	1

1 - 1

Performance Review Info

Employee Name	Evaluation Date	Next Evaluation Date
SANDRA S BULLOCK	10/13/1999	-

Associated Performance Review Files

File Id	Filename	Description	Created By	Created Datetime ▲
download	Sandra Bullock 2008 review.docx	Performance Review 2009	KIOSKDEMO@MCOECN.ORG	10/06/2009 04:18 PM

1 - 1

PAYSLIP

The Pay Slip Summary permits the user to view past pay slips. Initially you will see multiple pay slips in a table view but you can click on the View icon to see that pay slip in detail.

The data may be exported to a .csv file (spreadsheet), not requiring you to contact payroll to get this information.

Pay Slip Summary 1 - 15

Click to View Pay Slip	Payment Date	Check Num	Gross	Net	Direct Deposit	Sick Used	Vac Used	Pers Used	Sick Bal	Vac Bal	Pers Bal
View	02/27/2009	500383	\$1,923.08	\$1,460.69	Y	0	0	0	12.75	0	3
View	02/13/2009	500357	\$1,923.08	\$1,460.69	Y	0	0	0	12.75	0	3
View	02/20/2004	500329	\$1,138.46	\$899.10	Y	0	0	0	12.75	0	3
View	02/06/2004	500304	\$1,138.46	\$899.10	Y	0	0	0	12.75	0	3
View	01/23/2004	500279	\$1,138.46	\$899.10	Y	0	0	0	12.75	0	3
View	01/09/2004	500254	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
View	12/26/2003	500229	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
View	12/12/2003	500204	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
View	11/28/2003	500179	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
View	11/14/2003	500154	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
View	10/31/2003	500129	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
View	10/17/2003	500104	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
View	10/03/2003	500079	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
View	09/19/2003	500054	\$1,138.46	\$899.10	Y	0	0	0	4	0	3
View	09/05/2003	500029	\$1,138.46	\$899.10	Y	0	0	0	4	0	3

[Export to .CSV](#)

Number of Rows Displayed:

1 - 15

The number of pay slips that are displayed can be changed by selecting the drop down arrow and setting the display to another number.

The information displayed is the same as that on the direct deposit email notification.

View / Print Pay Slip PRINT Pay Slip

*** NOTIFICATION OF DEPOSIT ***

To: Emily Es Teacher
 From: WOOD TEST KIOSK
 1234 DISTRICT LANE
 MANSFIELD OH 44908

The accounts designated in your Authorization Agreement for Automatic Deposit are credited in the amount of \$1,460.69

Funds are available in your account(s) as of 02/27/2009

Your salary has been deposited as follows:

Type	Description	Amount
Checking	Direct Deposit - 700	\$1,460.69

Below is a summary of your pay for the period ending 02/27/2009

PAY			DEDUCTIONS		
Name	Units	Amount	Name	Amount	**YTD Amount
EL TEACH -REG	10.000	2792.24	FED	161.71	571.86
EL TEACH -ACC	0.000	-809.16	OHIO	51.64	222.52
			SAMPLE	28.85	126.02
			*STRS	269.23	1175.98
			STRS-MIN	192.81	840.02
			MEDICARE	27.88	121.80
			*MEDICARE	27.88	121.80

Gross Amount: 1,923.08
 Adjusted Gross: 1,730.77
 **Gross Y-T-D: 8,400.00

* Indicates BOARD AMOUNT
 ** Year To Date totals shown on this document are as of 11/23/2009

Sick Leave	Vacation Leave	Personal Leave	Service Days
Use/Balance	Use/Balance	Use/Balance	Work/STRS
0.000 / 12.750	0.000 / 0.000	0.000 / 3.000	10 / 10

Federal Exemptions: Married 01
 State Exemptions: 01 Deposit # 500383
 Total Deductions: 462.39
 Net Pay: 1,460.69

VIEW/PRINT W-2

You will see your W2 information that can be viewed or printed.

Employee Kiosk  KIOSK.EMPLOY

Employee Kiosk | Other Links | IPDP | Scheduler

Employee Kiosk Documentation
Profile
Position Details
Performance Reviews
Payslip
View/Print W-2
Leave Balances
Leave Request
Substitute Coordinator Leave Reports
View Building Leave Calendar(s)
Change Password

List of Available W-2 Wage and Tax Statements

1 - 1

View and/or Print W2	Download & Save W2	Tax Year	Control Number
		2007	

1 - 1

The tax years that are available will display on the screen. When you click on View and/or Print for a specific W2 your W2 will display on the screen as a PDF.

W-2 Wage and Tax Statement 4.pdf Adobe Reader

Copy 1 To Be Filed With Employee's FEDERAL Tax Return **2007** (Use for 1040-2007)

Employer: 022-02-2293
Employee ID number: 33-333333
Employee's name (last, first, middle initial): SIMPLIX CITY SCHOOLS
123 WEST CRADER ROAD
CHRYSTOWN OH 44444
Employer's name, address and ZIP code: SIMPLIX CITY SCHOOLS
123 WEST CRADER ROAD
CHRYSTOWN OH 44444
Employer's EIN: 000000

Copy 2 To Be Filed With Employee's State City or Local Income Tax Return **2007** (Use for 740-2007)

Employer: 022-02-2293
Employee ID number: 33-333333
Employee's name (last, first, middle initial): SIMPLIX CITY SCHOOLS
123 WEST CRADER ROAD
CHRYSTOWN OH 44444
Employer's name, address and ZIP code: SIMPLIX CITY SCHOOLS
123 WEST CRADER ROAD
CHRYSTOWN OH 44444
Employer's EIN: 000000

Form W-2 Wage and Tax Statement Page 1 of the Statement - 2007

LEAVE BALANCES

At this screen the user can see the types of leave they have and a quick balance of each. This balance reflects just the leave requests that have been exported into USPS.

Leave Balances					
	Monthly Accrual	Unit	Accum Max	Begin Bal	Balance
Personal Leave	N/A	Daily	3.00	3.00	3.00
Sick Leave	1.25	Daily	200.00	N/A	12.75
Vacation Leave	0.00	Daily	0.00	N/A	0.00

1 - 3

NOTICE: Displayed Leave Balances may not reflect current activity due to delayed posting.

You can also see detailed information of absences and accumulations for available leave types. You can filter the information to only display information based on Category (Leave Types which could include sick, personal, vacation, etc.), Job Number, Transaction Type (Either Absence or Accumulation), and Start/End Date. Once you have selected how you want the information filtered you must press the Go icon to initiate your filter.

Each column that is underlined gives you the ability to sort the information based on that column. To sort on Activity Date so that the most recent dates are at the top click on the Activity Date.

Filter Detail Leave Activity

Category JobNo TransType Start Date
 End Date

Detail Leave Activity

Number of Rows Displayed

<u>Category</u>	<u>Job No.</u> [▲]	<u>Trans Type</u>	<u>Length Of Absence</u>	<u>Unit</u>	<u>Activity Date</u>
Sick	0	Accumulation	1.25	Daily	02/01/2004
Sick	0	Accumulation	1.25	Daily	01/01/2004
Sick	0	Accumulation	1.25	Daily	12/01/2003
Sick	0	Accumulation	1.25	Daily	11/01/2003
Sick	0	Accumulation	1.25	Daily	10/01/2003
Sick	0	Accumulation	1.25	Daily	09/01/2003
Sick	0	Accumulation	1.25	Daily	08/01/2003
Personal	0	Accumulation	3	Daily	07/01/2003
Sick	0	Accumulation	4	Daily	07/01/2003

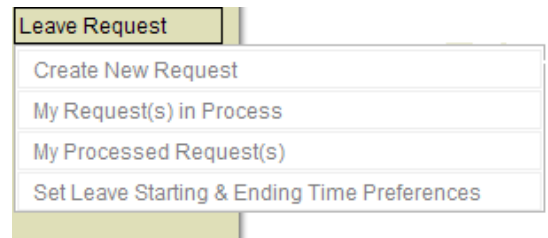
[Export detail activity to CSV](#)

1 - 9

LEAVE REQUEST

There are 4 areas under Leave Request:

- Create New Request
- My Request(s) in Process
- My Processed Request(s)
- Set Leave Starting & Ending Time Preferences



Create New Leave Request.

1. Make sure your job that is eligible for leave is selected.
2. Select your leave type. If your district requires an additional reason for a specific leave type another box will display to select additional reasons for the leave request. Once you have selected your leave type a balance of that leave type will display and you will have an icon to click on to see additional leave requests for that leave type.
3. You will need to enter a reason for the request. Some districts require a reason for specific leave types. If your district requires a reason you will receive an error if you leave the field blank.

New Leave Request

Cancel CLEAR SUBMIT

Job: Active - Elementary School Teacher **1**

Leave Type: Personal Leave **2**

Balance before request 3.00 Day(s) **See your Personal Leave Requests**

Reason **3**

0 of 1000

4 Start Date (use MM/DD/YYYY format) **5** Start Time 01:00 AM

End Date (use MM/DD/YYYY format) End Time 01:00 AM

Leave Requested In Day(s) **6** use format {#, ##, ###, ####, #####}

Phone Where You Can be Reached For Questions (444) 444-4444 **7** Full Notification **8**

Relating to This Request

Comments pertaining to this Leave Request **9**

0 of 4000

Substitute Needed? **10**

Enter the name(s) and contact information, if available, for any possible Substitute(s) you would like to have called below.

Supervisor's Name: Marcia ES Principal Supervisor's Email: eSPRIN@NCOCC.K12.OH.US

Request Status: Initiated

4. Start and End Date are both required – if you forget the date, you will be prompted to add it upon a submitting your request. You can click on the calendar icon to display a calendar to use to select your date.

5. Start and End Times are both required – if you forget the time, you will be prompted to add it upon a submitting your request. This can be set as a preference. See Set Leave Starting & Ending Time Preferences section.

6. Enter amount of time you are requesting off. If your district uses hours you will enter your time in hours. If your district uses days you will enter your request in increments of .25.

7. Your phone number will be populated from your Profile information.

8. Place a check mark in the box if you want to receive an email every time action is taken on your request. If you do not place a check mark in this box you will receive an email message when the request is initiated and when it has received final approval.

The screenshot shows a 'New Leave Request' form with the following fields and callouts:

- 1**: Job dropdown menu (Active - Elementary School Teacher)
- 2**: Leave Type dropdown menu (Personal Leave)
- 3**: Reason text area (0 of 1000)
- 4**: Start Date date picker (use MM/DD/YYYY format)
- 5**: Start Time dropdown menu (01:00 AM)
- 6**: Leave Requested In Day(s) text input (use format {#, ##, ###, ####})
- 7**: Phone Where You Can be Reached For Questions text input ((444) 444-4444)
- 8**: Full Notification checkbox
- 9**: Comments pertaining to this Leave Request text area (0 of 4000)
- 10**: Substitute Needed? checkbox

Buttons: Cancel, CLEAR, SUBMIT

Balance before request 3.00 Day(s) See your Personal Leave Requests

Supervisor's Name: Marcia ES Principal Supervisor's Email: eSPRIN@NCOCC.K12.OH.US
Request Status: Initiated

9. Enter any comments you want your supervisor to be aware of.

10. If you need a substitute you will need to check the box and then the comment box will be available for you to type a comment in. This information will then be displayed to anyone who has access to view your request.

11. When your request has been filled out completely press the submit button.

If you choose Professional Leave from the drop down menu, another form appears with the needed information for a professional leave.

1. You can enter the location of the event.

2. You can enter the vendor for the event incase a purchase order needs to be made out to the vendor.

3. Enter any information that you want about the request. For example who the purchase order should be made out to for registration or if you are sharing expenses with a co-worker.

4. Enter your expenses. Enter the miles of the proposed trip and the tool will calculate the mileage amount to be reimbursed based on the district entered rate.

5. At the bottom of the Professional Leave Form Part #, you may click on Calculate to have it total the expenses entered. (The fields appearing are set by the administrator, and some features can be added, for instance, the fund code could be added.)

6. Once you have submitted the request for professional leave you have the ability to print a Professional Leave Request Form to submit after your leave so you can enter your actual expenses, attach receipts and submit for reimbursement.

If you submit a request that will span multiple days you will then be presented a screen to verify the dates and the leave request for each day.

Leave Request Information

Start Date	Start Time	End Date	End Time	Total Leave Day(s)
12/07/2009	07:30 AM	12/11/2009	03:00 PM	5

[Verify Leave Detail Day\(s\) and Click ACCEPT LEAVE DETAILS button to ADD the request.](#)

Week One

Sunday , December 06, 2009	Monday , December 07, 2009	Tuesday , December 08, 2009	Wednesday, December 09, 2009	Thursday , December 10, 2009	Friday , December 11, 2009	Saturday , December 12, 2009
0	1	1	1	1	1	0

My Request(s) in Process

You can see all requests and where they fall in the steps toward approval.

Leave Request(s) in Process 1 - 5

	View Approval Status	Job Description	Leave Type Requested	Status	Substitute Needed	Last Activity Date	Start Date	End Date
Details		Elementary School Teacher	Professional	Flow In-Process Level 3	No	05/21/2009 01:12PM	04/28/2009 09:00AM	04/28/2009 11:00AM
Details		Elementary School Teacher	Professional	Flow In-Process Level 3	No	05/21/2009 01:12PM	05/01/2009 09:00AM	05/01/2009 12:00PM
Details		Elementary School Teacher	Professional	Flow In-Process Level 2	No	09/09/2009 09:25AM	06/15/2009 08:00AM	06/17/2009 03:00PM
Details		Elementary School Teacher	Personal Leave	Flow In-Process Level 2	No	11/23/2009 03:22PM	07/31/2009 07:00AM	07/31/2009 03:30PM
Details		Elementary School Teacher	Sick Leave	Flow In-Process Level 2	Yes	11/02/2009 11:50AM	11/16/2009 07:00AM	11/19/2009 03:00PM
Details		Elementary School Teacher	Sick Leave	Flow In-Process Level 2	Yes	11/23/2009 03:22PM	02/08/2010 07:00AM	02/11/2010 03:00PM

[Export to CSV](#) 1 - 5

Number of Rows Displayed: 20

You can click on the word 'Details' to see the original request.

You will see a non-edit-able view of their original request and can do the following when looking at the details of the request.

1. View
2. Escalate (this will send a notification to the HR Admin)
3. Cancel the Request
4. Make Comments

Leave Request Detail

Escalate to HR Leave Administrator Cancel Request Apply Comments ONLY

Status: Flow In-Process Last Activity: 11/02/2009 11:50 AM

Job: Elementary School Teacher

Leave Type: Sick Leave

Current Balance 12.75 Day(s)

Reason: Flu

Start Date: 11/19/2009 Start Time: 07:00 AM

End Date: 11/19/2009 End Time: 03:00 PM

Leave Requested In Day(s): 3.500 Phone: (444) 444-4444 Full Notification: N

Comments:


Transaction History

Name	Action	Comments	Transaction Date
Emily ES Teacher	Flow Initiated	-	08/24/2009 09:47AM
Emily ES Teacher	Substitute Needed	-	08/24/2009 09:47AM
Marcia ES Principal	Approved	Approved -	11/02/2009 11:50AM

Export to CSV

Number of Rows Displayed 5

Further to the right you will see the approval process.

When you click on the  icon you will see the approval tree and where the request lies in that tree. The tree is set up by the admin.

Leave Request Status Tree

Expand All Collapse All Return to Leave Request List

Emily ES Teacher's request for 3 Day(s) of Professional from 04/28/2009 09:09 AM to 04/28/2009 11:00 AM

Leave Approval Automated Work Flow - OH ES Teacher - Professional

- Level 1
 - OH ES - Principal (OR) APPROVED
 - Marcia ES Principal (esprin@ncoccc.k12.oh.us) (Approver)
 - Status: Approved on 05/21/2009 at 01:08 PM
 - Samantha ES Secretary (essec@ncoccc.k12.oh.us) (View)
- Level 2
 - OH School - Superintendent (OR) APPROVED
 - Adam K Superintendent (supt@ncoccc.k12.oh.us) (Approver)
 - Status: Approved on 05/21/2009 at 01:12 PM
- Level 3
 - OH - Assistant Treasurer (OR)
 - Mandy Assistant Treasurer (asstreas@ncoccc.k12.oh.us) (Approver)
 - Status: Initiated on 03/19/2009 at 10:19 AM
- Level 4
 - OH - Payroll (OR)
 - Grace C Payroll (payroll@ncoccc.k12.oh.us) (Approver)

My Processed Request(s)

This report reflects those leaves that have been completely processed and are probably in the past. These requests would include those that have been approved and exported to USPS or those requests that have been rejected or cancelled.

You can filter these requests based on

- Start/End Date
- Leave Type
- Status

Filtering on any of the areas above requires you to click the GO icon to initiate the filter.

The screenshot displays a web application interface for managing leave requests. At the top, there is a 'Filter by Date Range' section with input fields for 'Starting Date' and 'Ending Date', and dropdown menus for 'Leave Type' (set to 'All') and 'Status' (set to 'All'). A 'Go' button is located to the right of these filters.

Below the filter section, there are two main data sections:

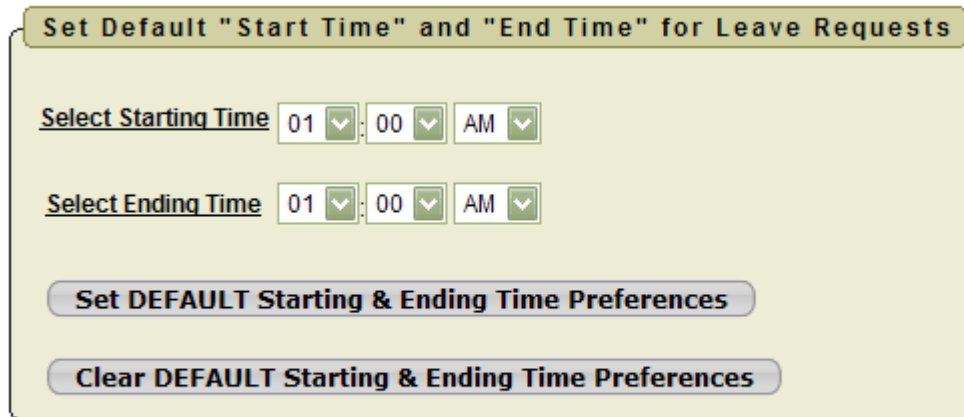
- Approved & Exported Leave Request(s):** This section shows a table with 5 rows of data. The columns are: View Approval Status, Job Description, Leave Type Requested, Status, Substitute Needed, Last Activity Date, Startdate, and Enddate. All requests in this section have a status of 'Exported'.
- Cancelled & Rejected Leave Request(s):** This section shows a table with 5 rows of data. The columns are the same as the first section. The statuses are 'Rejected' and 'Cancelled'.

At the bottom of the 'Approved & Exported' section, there is a 'Number of Rows Displayed' dropdown menu set to '5'. A red arrow points to this dropdown menu. To its right is a 'PRINT Filtered Requests' button. Below this, there is an 'Export to CSV' link and a 'rows: 1 - 5 of 12' indicator.

You may choose how many rows to view by clicking on the drop down arrow next to Number of Rows Displayed.

Set Leave Starting & Ending Time Preference

You can enter a starting and ending time preference so that when you go to create a leave request the starting and ending time that you have set as a preference will be automatically entered into the leave request when creating a new request.



The screenshot shows a form titled "Set Default 'Start Time' and 'End Time' for Leave Requests". It contains two rows of time selection controls. The first row is labeled "Select Starting Time" and has three dropdown menus showing "01", "00", and "AM". The second row is labeled "Select Ending Time" and also has three dropdown menus showing "01", "00", and "AM". Below these are two buttons: "Set DEFAULT Starting & Ending Time Preferences" and "Clear DEFAULT Starting & Ending Time Preferences".

1. Enter a starting time
2. Enter a ending time
3. Click Set Default Starting & Ending Time Preferences

CHANGE PASSWORD

This feature will allow you to change your password once you are logged into Kiosk.

You must enter your old password and then type the new one twice before clicking on 'Change Password'.

Your password must be 8 characters in length.



The screenshot shows a form titled "CHANGE PASSWORD". It has three input fields: "Old Password", "New Password", and "Re-Enter New Password". The "New Password" field has a note "(must be at least 8 characters)". Below the fields are two buttons: "Change Password" and "Cancel". A blue instruction "Please enter old and new passwords." is located below the "Re-Enter New Password" field.