How to Clock in As A Student

1. Log into https://my.unt.edu/psp/ps/?cmd=login&languageCd=ENG& with your EUID and Password

2. At the top of the student homepage, there is a tab where you switch from the student homepage to the employee homepage.
3. You will be directed to the employee login page where you enter your EUID and Password again to enter the employee homepage.

4. At the employee homepage, there will be a “Time” tab where students enter their working hours.
5. After clicking on the “Time” tab, there is a “Enter Time” tab.

6. The student will enter the correct amount of working hours in the appropriate day as well as when they are working and click the “Submit” box found on the right side of the page.
7. The student will then certify that the time they have entered is correct by clicking the “OK” button.