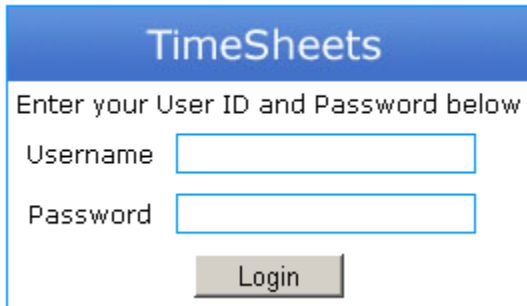


1. Browse to **http://timesheets.galenaparkisd.com**
2. At the login box, enter your user username and password. In most cases, this will be the same username and password you use to access FirstClass email.



The screenshot shows a login form titled "TimeSheets". Below the title, it says "Enter your User ID and Password below". There are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button.

3. After successfully logging in, you will be taken to the home page. The home page will display any announcements entered by you campus TimeSheets administrator.
4. Click Sign In/Out from the menu on top of the page.
5. The Sign In/Out page will show your current status as well as your history the day. To sign in/out, just press the Sign In or Out button. The appropriate button will appear based on your current status.
6. Click Logout.

Logout