

1. Browse to **<http://timesheets.galenaparkisd.com>**
2. Click Profile from the menu on top of the page.

Profile

3. Default Site: Click the circle to the left of the site and click Save. *Default Site is the site that is automatically selected for you when using the computer to sign in/out. When using a phone, you will be asked to select a site.*
4. Phone Login is the number entered for User ID when using a Cisco phone to sign in/out. This number cannot be changed.
5. Phone Pin: Enter a 4 – 5 digit number. *Phone Pin is the PIN entered when using a Cisco phone to sign in/out.*
6. Click Save.