# Web Clock Notes for Students

*Accessing the Web Clock*

From the Portal:

- Locate the “Time and Absence” module
- Click on the “Web Clock” link
- Students with multiple jobs will choose their job before they can record time.
- Select appropriate Punch Type from the drop down menu
- “In” to clock in, or “Out” to clock out

To clock in and out using Web Clock:

1. Log in to the UW-System Portal https://my.wisconsin.edu/.
2. Select UW-Superior
3. Log in with UW-Superior user ID and password
4. Locate the “Time and Absence” module
5. Click on the “Web Clock” link
6. Students with multiple jobs will choose their job *before* they can record time
7. Select appropriate Punch Type from the drop down menu: “In” to clock in or “Out” to clock out
8. Click the Enter Punch button complete

Knowledge Base: Student Resources

- Logging into My UW Portal:
  http://kb.wisc.edu/hrs/page.php?id=16692
- Student Web Clock (multiple jobs):
  http://kb.wisc.edu/hrs/page.php?id=17207
- Student Web Clock (one job):
  http://kb.wisc.edu/hrs/page.php?id=16883