



HOW TO RECORD YOUR TIME

Go to: [+5SRUWDO PRUDYLDQ HGX](https://www.ascentis.com/portal/5SRUWDO/PRUDYLDQ/HGX)

Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)

The image shows a screenshot of the Ascentis login portal. At the top is the Ascentis logo. Below it is a white login box with the following fields: "Company" (Moravian University), "User ID" (smithm), "Forgot user ID?", "Password" (masked with dots), and "Forgot password?". A purple "Login" button is present, along with a link for "First time user? Sign up here.". Below the login box is a disclaimer: "Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © 2019 Ascentis Corporation. All rights reserved." There are several horizontal bars of various colors (yellow, red, blue) overlaid on the form, likely for redaction or highlighting.

3. Click on “Login”

Should you require assistance using these instructions or W K H + 5 S R U W D O in general, please contact HR@moravian.edu or call 610-861-1527.

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