Questions?

Contact us seven days a week.

Monday-Friday 5am–6pm Pacific | Saturday-Sunday 7am–3:30pm Pacific

Call
800-518-8925

Text
760-278-6623

Email
support@trackmytime.com

Visit
support.trackmytime.com

uAttend™
Cloud Connected Time & Attendance System

PROCESSINGPOINT.
The Connected Workplace™

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Dealer ID

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uAttend™
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QUICK START GUIDE

Step 1

Create Your uAttend Account

1. Go to **TrackMyTime.com/signup**
2. Follow the signup prompts

Step 2

Add Departments & Employees

1. Select the "**Departments**" tab
2. Select "**Add Department**"
3. Enter department name and code, then select save
4. Select the "**Users**" tab, then select "**Add Users**"
5. Select the "**Employee**" role
6. Add the employee's information
7. Assign the employee a home department/time zone
8. Save the employee's information

Step 3

**Connect & Mount Your Time Clock**

1. Connect your time clock to a power source
2. If applicable, connect your time clock to a LAN cable
3. Mount your time clock onto the wall
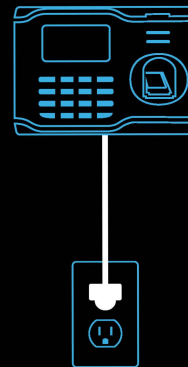
Step 4

Link Your Time Clock to Your uAttend Account

1. Connect your clock to the Internet
2. Enter your uAttend Company ID
3. Confirm that your account information is correct
4. Select a time zone based on the location of the clock.
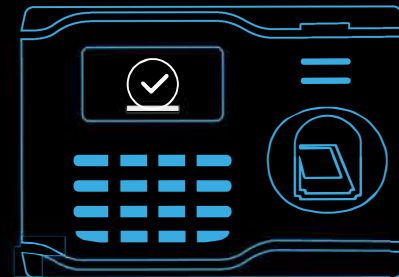
See back panel for Customer Support contact information.