**EFFECTIVE DATE; 12/16/2020**

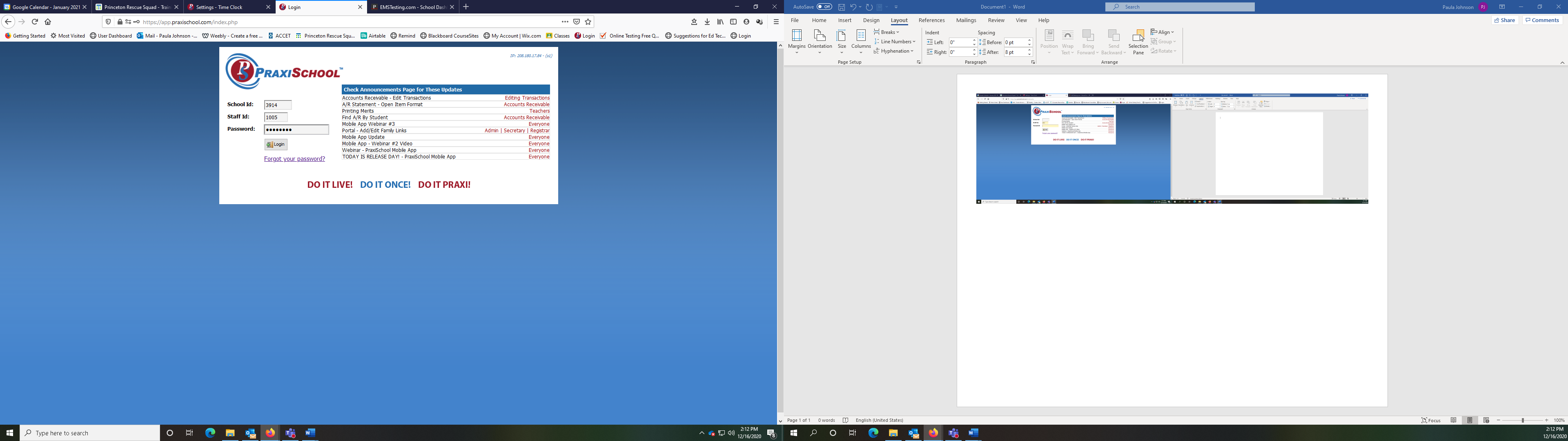
“How to clock in/out whenever you teach a class at Princeton Rescue Squad”

Please go to: <https://app.praxischool.com>

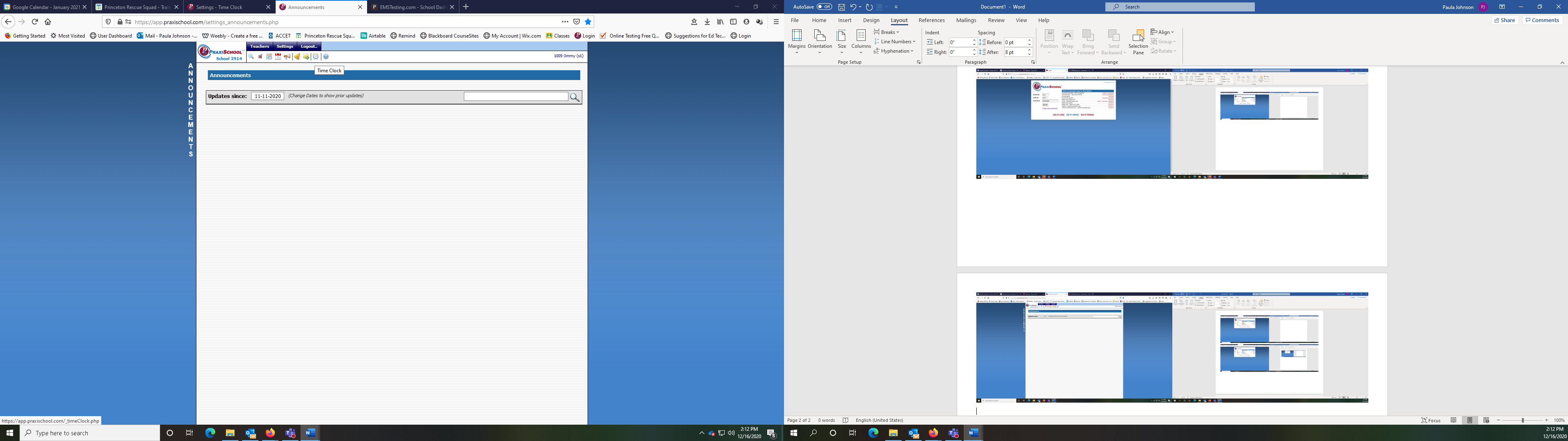
The School Id for PRS is: **3914**

Staff Id: provided in this email

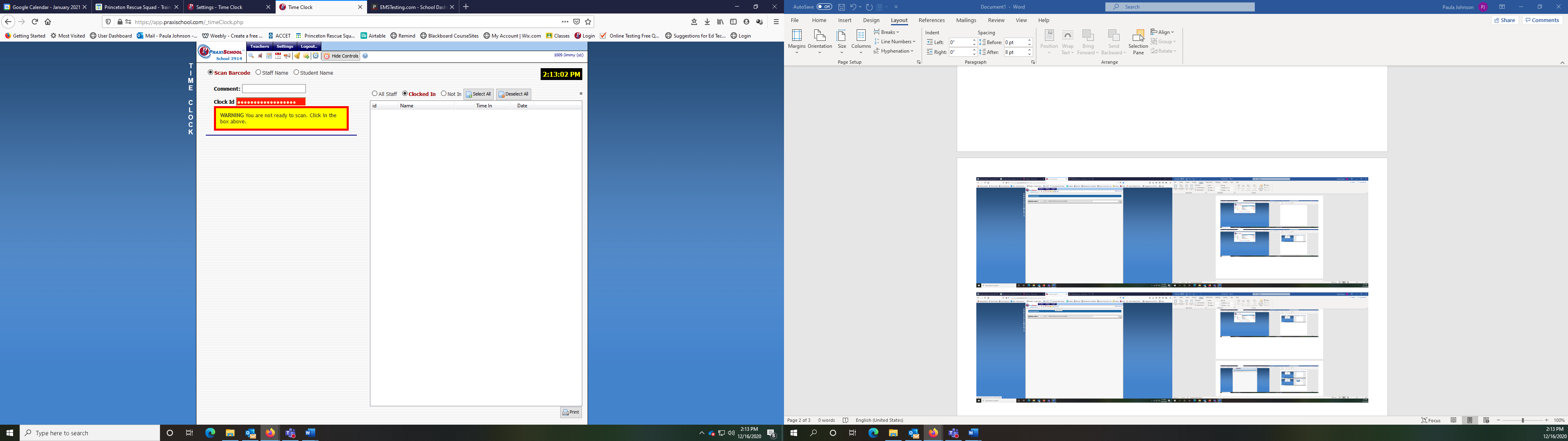
Password: If you do not know your password, please use the “Forgot your password?” link shown below. Use the email address that is associated with this email.



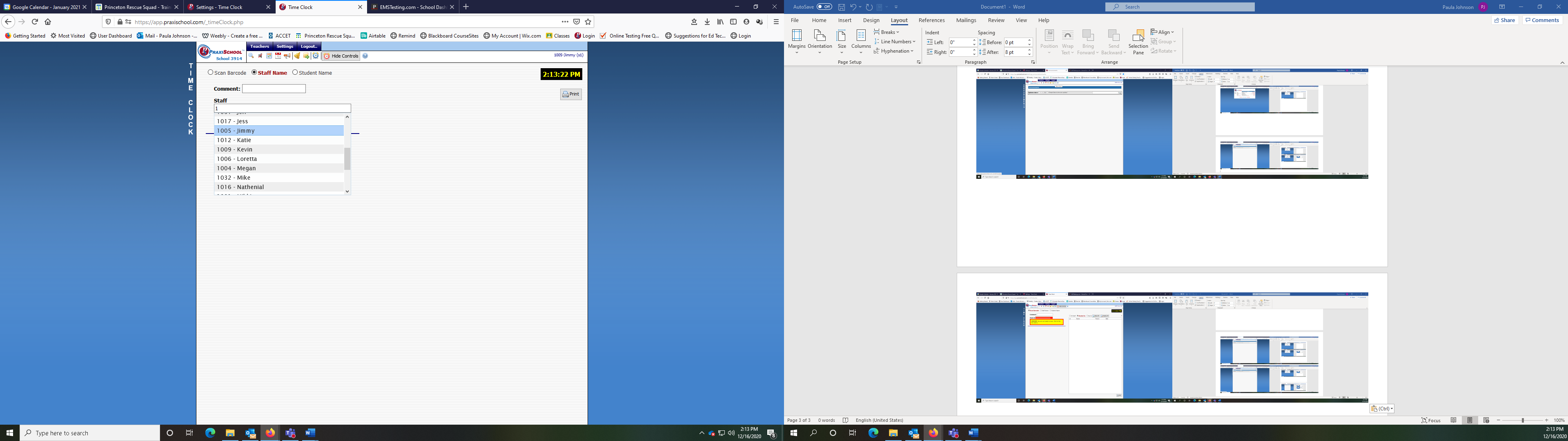
Once you are logged in, this is the page you will see. Click the “Time Clock” icon.



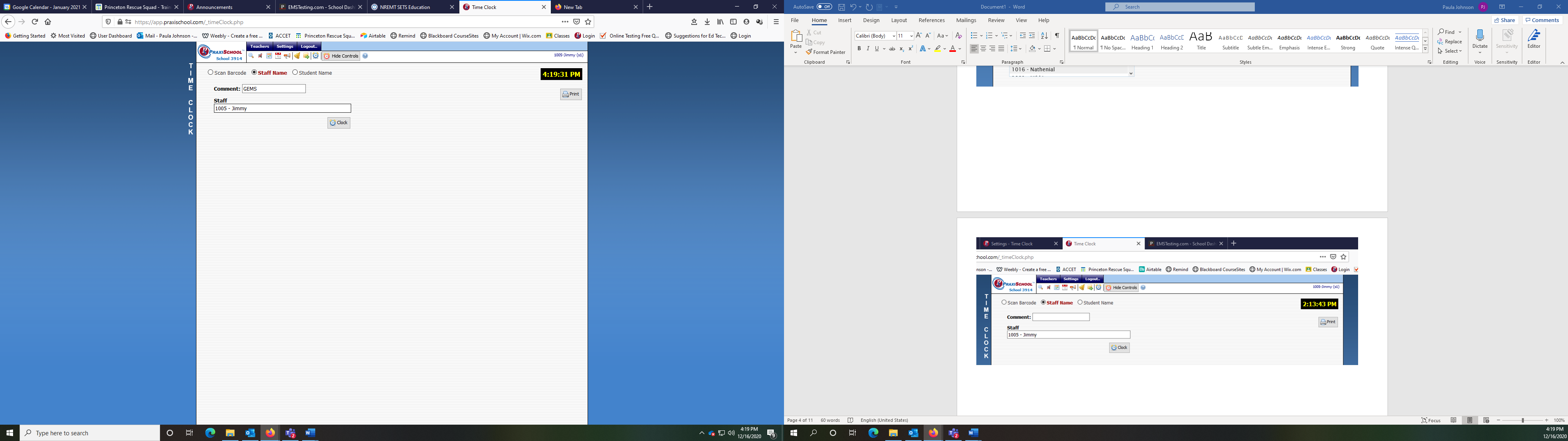
The automatic landing point for the Time Clock page is shown below. You will need to change the radio button from “Scan Barcode” to “Staff Name”



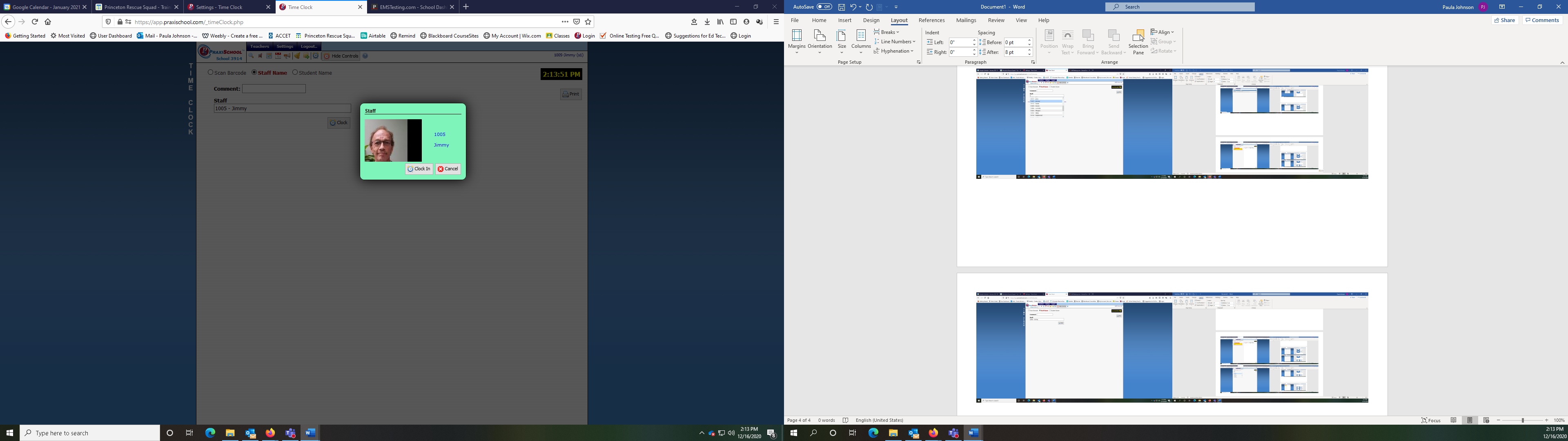
Enter Your **Staff Number** and click your name:



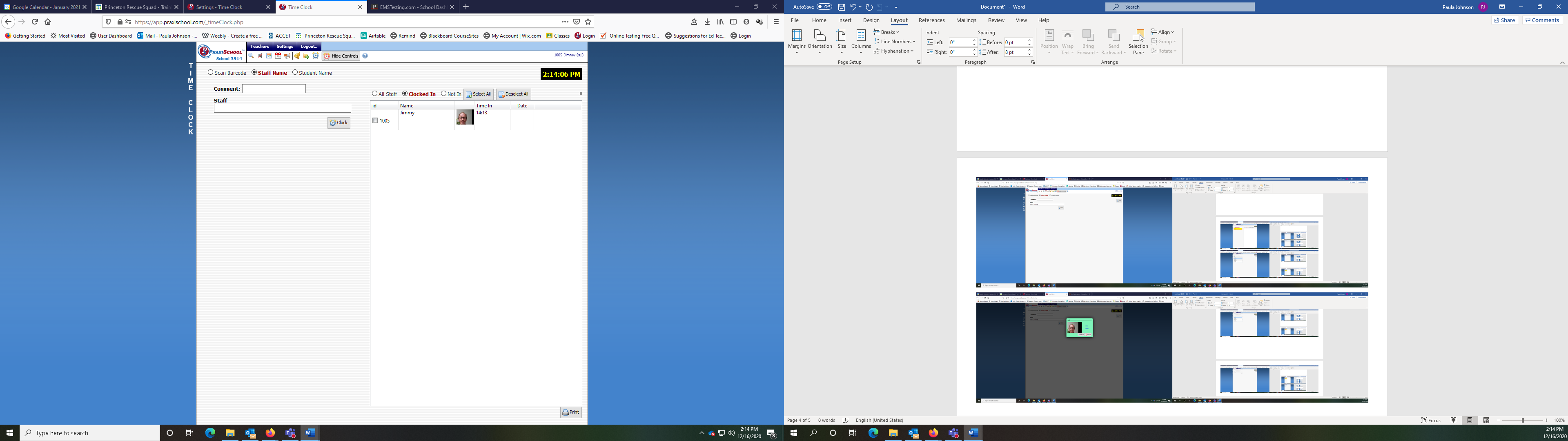
**PLEASE MAKE SURE YOU PLACE THE NAME OF THE COURSE** (and if necessary, the topic you are teaching) in the Comment box:



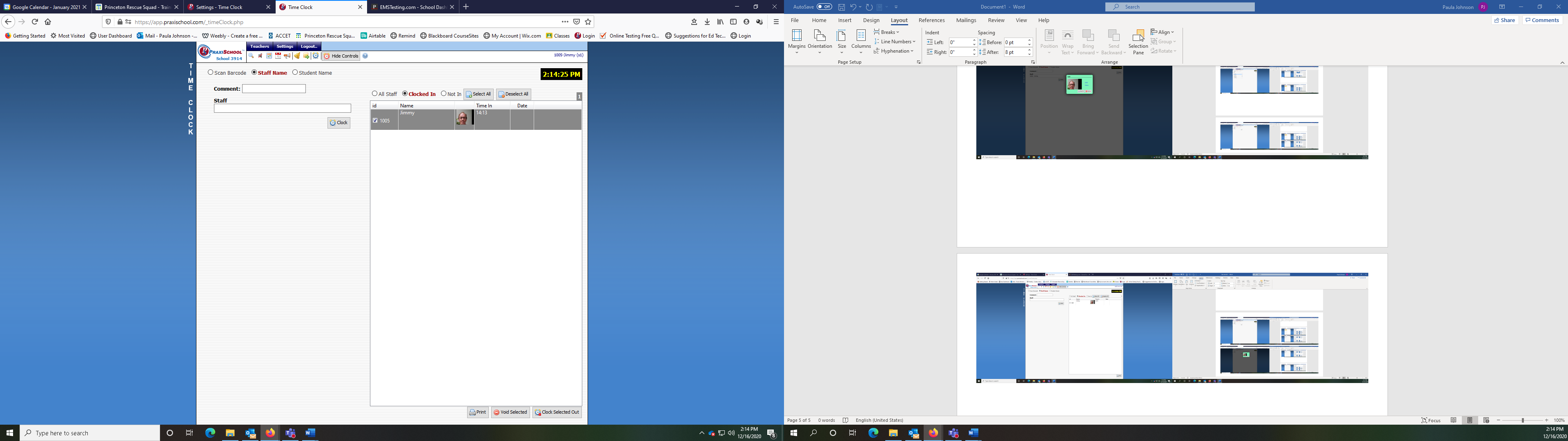
Then, click the “Clock” button. Once you have done this, it will bring up a pop-up window as shown below. Click the “Clock-In”



You are now clocked in. Shown below:

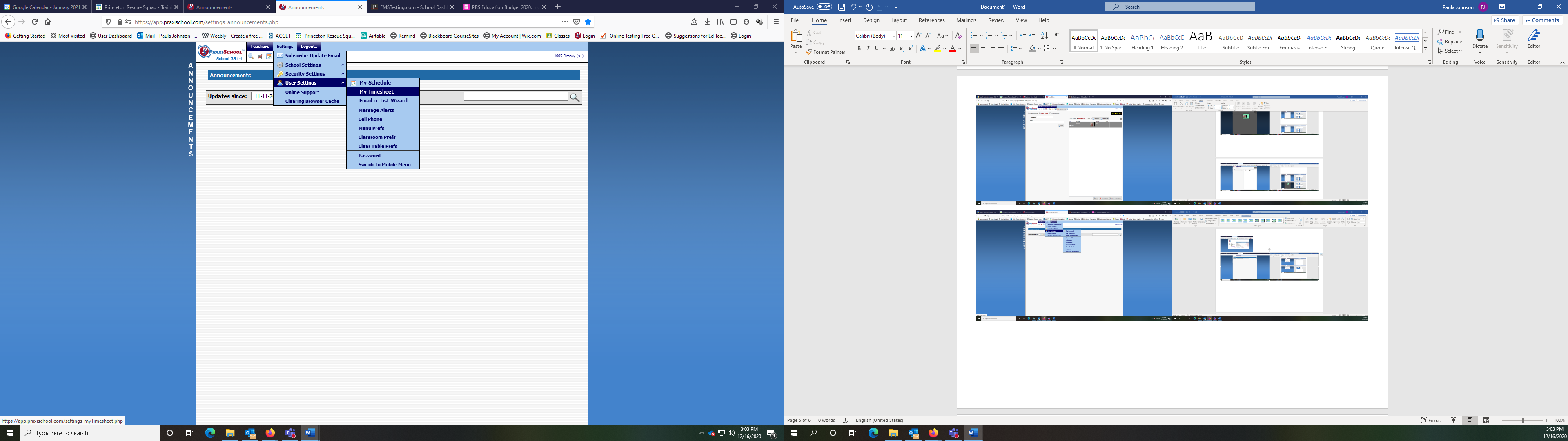


To Clock Out, Please check the radio button beside your ID and then click the “Clock Selected Out” button at the bottom of the page.

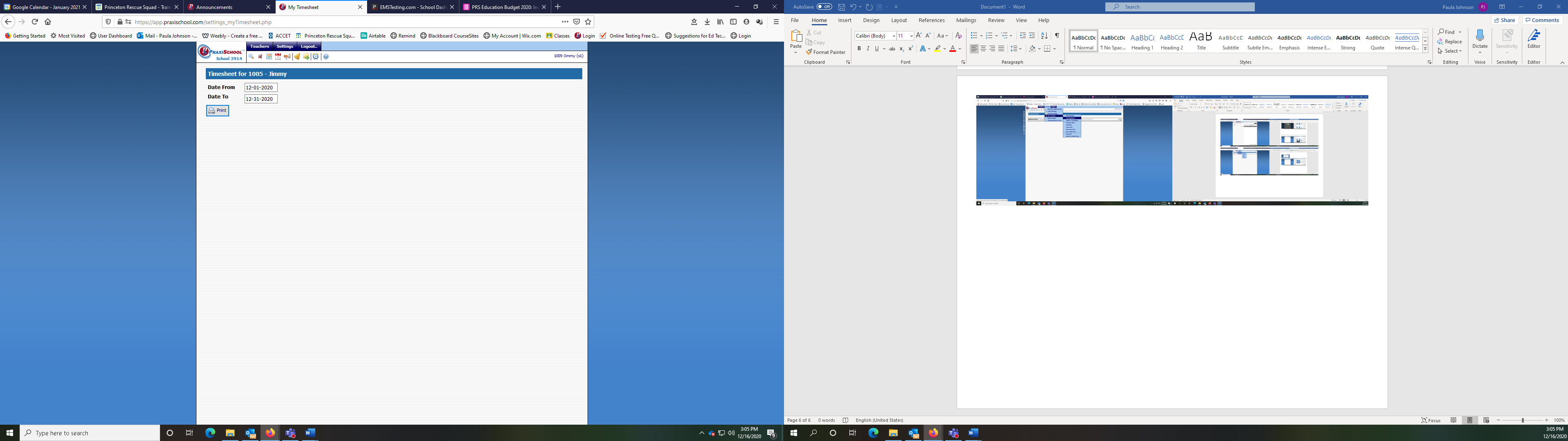


**VIEWING YOUR TIMESHEET**

If you wish to preview your timesheet, please click the “Settings” button, hover over “User Settings” and click “My Timesheet” from the drop down window:



From this page, you can choose the date range you wish to preview.



When you click “Print” you will be able to view the information as shown below and choose to email, print, export to excel, or create a pdf of the information for your records.

