

## New User Login Procedure:

1. Go to the Kronos Website (<https://arcofbaltimore.prd.mykronos.com>) and enter your username. Your user name is your employee number including any leading zeros.
2. Your initial password is you last name (uppercase first letter) the @ symbol and then the month and year that you were born. For example: **Jefferson@021962** (note that the J is uppercase then an @ symbol and only the month and year)
3. Once you type this in you will need to immediately type this password again where it says "Old Password". This needs to be exactly correct each time so type slowly. (**Close does not count**)
4. Then where it asks for a new password you need to type a password that has **8 characters** which contain an **uppercase, lowercase, number and symbol**. An example is: **Welcome1!**
5. You will need to type that password again to confirm it.

## Download Mobile App:

1. Download WFDimensions from the App Store on your phone
2. Before you are able to enter your log-in information, you need to enter the following URL in the app: <https://arcofbaltimore.prd.mykronos.com>

## If you forgot your password or if you want to change your password, then you need to follow the steps below:

1. Go to the Kronos Website (<https://arcofbaltimore.prd.mykronos.com>) and click the link that says Forgot Password?
2. Where it says Enter your Username enter your employee number and then click the submit button at the bottom. (**you do not need to enter any other information, just your employee number**)
3. Check your email for one from Kronos. It will have a link that you will need to click to reset your password
4. Click the link in the email and it will take you to a page to reset your password (**Note: the password you enter here will not be your final user password**)
5. The initial password that you enter here must be 10 characters long and have an uppercase, lower case, number and symbol. I suggest using Welcome123# (**Remember this is not your final password!**)
- 6. Now close all your browsers and reopen them**
7. Go back to the Kronos website (<https://arcofbaltimore.prd.mykronos.com>) and enter your employee number and the password you just created.
8. You will get a screen that immediately asks you to reset your password. Under the **Old Password you need to enter the password you just created** (if you used my suggestion it would be Welcome123#).
9. You will need to type a new password twice. This password will become your final and actual password. This password needs to be 8 characters long and have an uppercase, lowercase, number and symbol. It cannot contain your name or any recently used passwords
10. You **MUST** type this password correctly two times for it to be accepted. Once you have done this you should be good to go.

