



## TIME CLOCK USER GUIDE

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### TO CHANGE PASSWORD

1. Please visit [www.deltapersonnel.com](http://www.deltapersonnel.com) .
2. Select 'Login' at the top right corner of the page and click 'Timeclock'.
3. Login with your username and temporary password, you then will be able to create a new password.

### TO RESET PASSWORD

1. Please visit [www.deltapersonnel.com](http://www.deltapersonnel.com) .
2. Select 'Login' at the top right corner of the page and click 'Timeclock'.
3. Use the blue forgot password link to reset your password.

### CLOCK IN/OUT INSTRUCTIONS

1. Please visit [www.deltapersonnel.com](http://www.deltapersonnel.com) to clock in daily.
2. Select 'Login' at the top right corner of the page and click 'Timeclock'.
3. Log in to the portal using your credentials.
4. Use the clock in and clock out buttons for each punch you wish to log.

If you have any questions email [info@lastudentworks.com](mailto:info@lastudentworks.com) or call 504-688-2555 toll free: 866-226-2555