



How do I... Log onto TimeSaver?

SCENARIO

I'm a TimeSaver user and I need to log onto TimeSaver.

ACTION

For **Intranet Users** (connected to County network)

1. Open Internet Explorer

Note: If you have trouble launching Internet Explorer, contact the Help Desk at 565-2030.

2. Click inside the Address text box in the Address toolbar and type "Timesaver"
3. Press the Enter key on your keyboard.

Note: If at this point in the process, you are asked to download the java applet, contact the Help Desk. **Note:** If you get an error message stating that the page is not found, contact the Help Desk at 565-2030.

For **Internet Users** (not connected to County network)

4. Open Internet Explorer

Note: you must be running v6.x or later of Internet Explorer

5. Click inside the Address text box in the Address toolbar and type "https://Timesaver.sonoma-county.org"
6. Press the Enter key on your keyboard.

Note: At this point in the process, you may be asked to download the java applet. If you have administrative rights to your desktop then follow the steps in the "How do I... install the Java Client" document. If you do not, contact the Help Desk. **Note:** If you get an error message stating that the page is not found, contact the Help Desk at 565-2030.

7. To add this to your Favorites in Internet Explorer, click Favorites in the menu, and then click Add to Favorites.
8. Type your Employee ID in the Employee ID textbox.

For **First Time** TimeSaver Users

9. Type "password" in the Password text box. This entry is always case sensitive so be sure to type it in lower case.

Note: The first time you log in, you will be prompted to change your password. Refer to the "How do I... Change my Password?" document.

10. Click the Log On button.

For **Returning** TimeSaver Users

11. Type your password in the Password text box. Remember: your password is case sensitive.