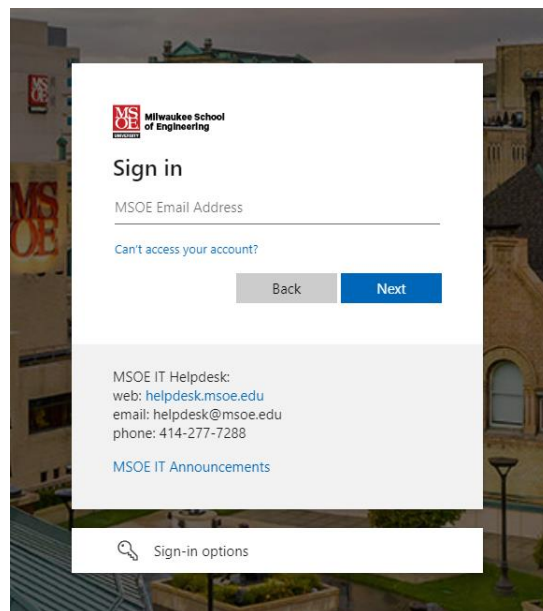


TCP Quick Reference Guide for Student Workers

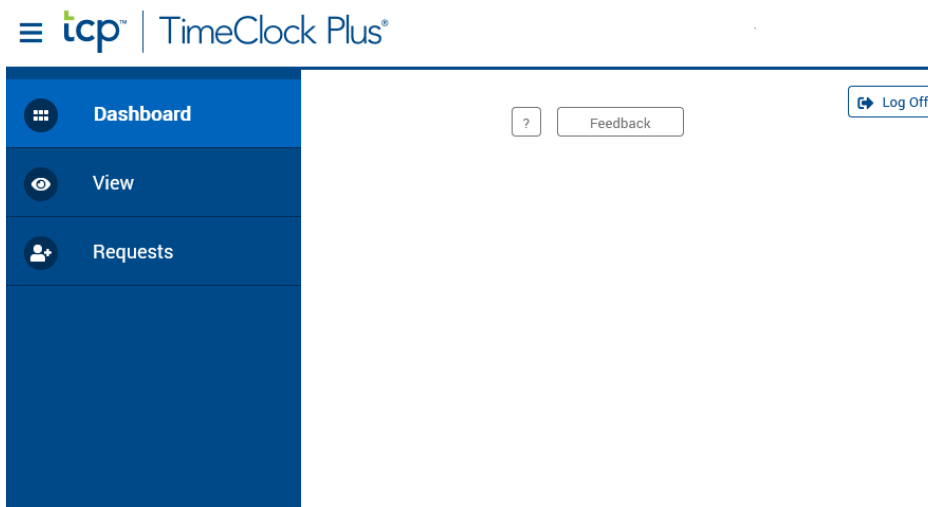
TCP is the new timekeeping and attendance system. There is a web app and a mobile app. The mobile app does require you to take a selfie to clock in. If you are not comfortable with that requirement, you can use the web app.

To access **TCP WebClock** visit <https://timecard.msoe.edu> and login with your MSOE email and password if prompted.



The screenshot shows the MSOE Sign in page. At the top left is the MSOE logo and the text "Milwaukee School of Engineering". Below this is the heading "Sign in". There is a text input field labeled "MSOE Email Address". Below the input field is a link that says "Can't access your account?". There are two buttons: "Back" and "Next". Below these buttons is a section for "MSOE IT Helpdesk" with the following information: web: helpdesk.msoe.edu, email: helpdesk@msoe.edu, and phone: 414-277-7288. Below this is a link for "MSOE IT Announcements". At the bottom of the form is a "Sign-in options" section with a magnifying glass icon.

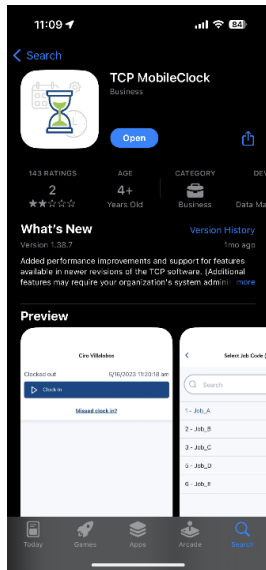
This is the portal where you will be able to clock in and out, enter time-off requests, view accrual balances, and view upcoming holidays.



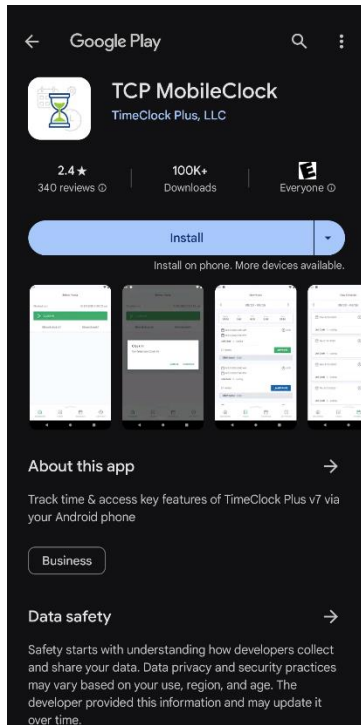
TCP Mobile App

Download the TCP MobileClock App from your phone's respective App Store.

App Store: <https://apps.apple.com/us/app/tcp-mobileclock/id1485910210>



Play Store: <https://play.google.com/store/apps/details?id=com.timeclockplus.MobileClock>



After installing, enter the following information

- 1) Enter 299050 for Customer ID
- 2) Enter your MSOE ID number for when prompted for ID\Badge Number
- 3) You are all set to clock in and out from the TCP MobileClock App

