

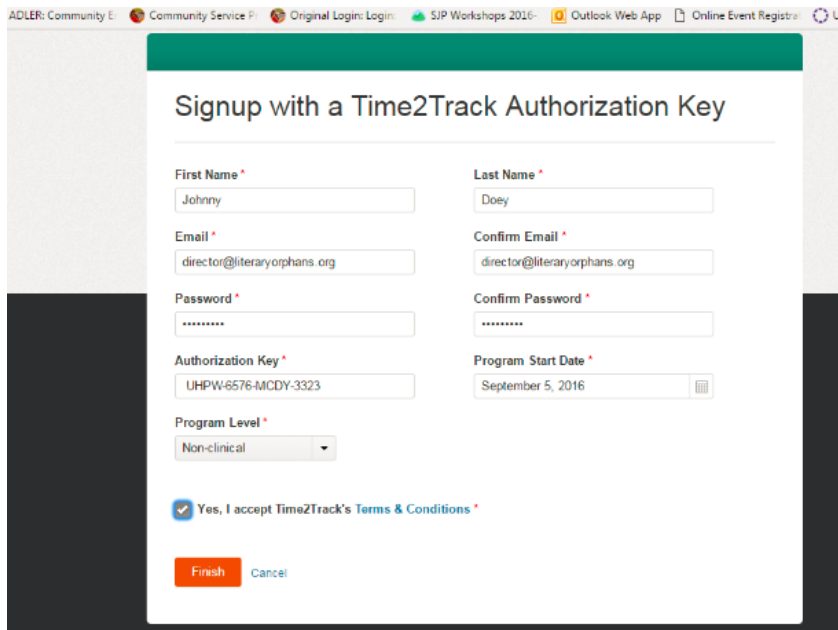
1. Signing up with Time2Track

If you have not already, please go to the login page at this link:

<https://app.time2track.com/signup?using=key>

Remember, the Adler key is:

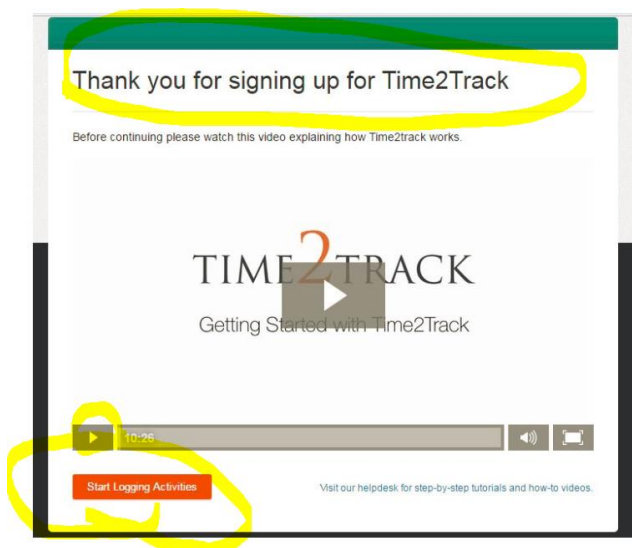
UHPW-6576-MCDY-3323



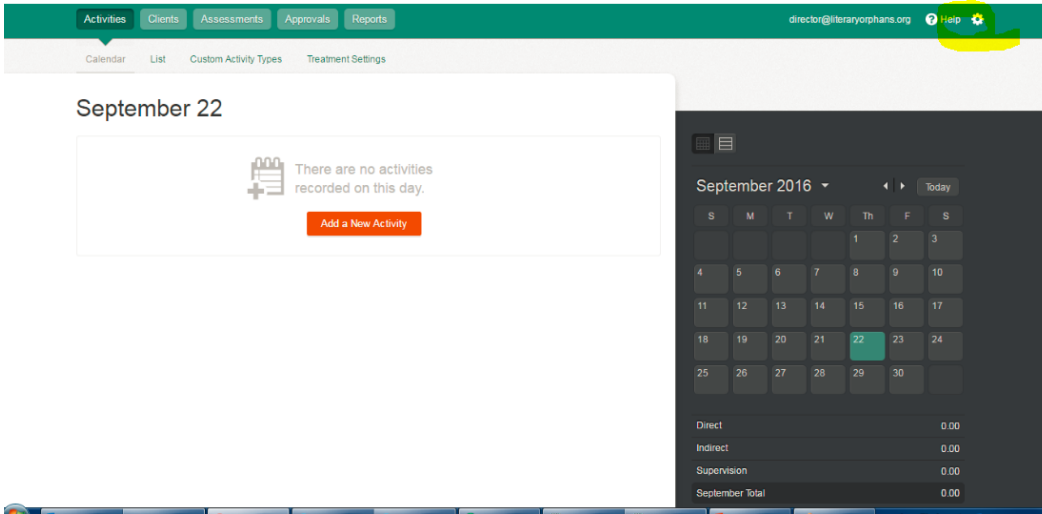
A screenshot of a web browser showing the Time2Track signup page. The page title is "Signup with a Time2Track Authorization Key". The form includes fields for First Name (Johnny), Last Name (Doey), Email (director@literaryorphans.org), Confirm Email (director@literaryorphans.org), Password (masked with dots), Confirm Password (masked with dots), Authorization Key (UHPW-6576-MCDY-3323), Program Start Date (September 5, 2016), and Program Level (Non-clinical). There is a checkbox for "Yes, I accept Time2Track's Terms & Conditions" which is checked. At the bottom, there are "Finish" and "Cancel" buttons.

2. Watch the tutorial that appears after you sign-up. You can also access that video on the "Getting Started with Time2Track" help page on T2T's website, located here:

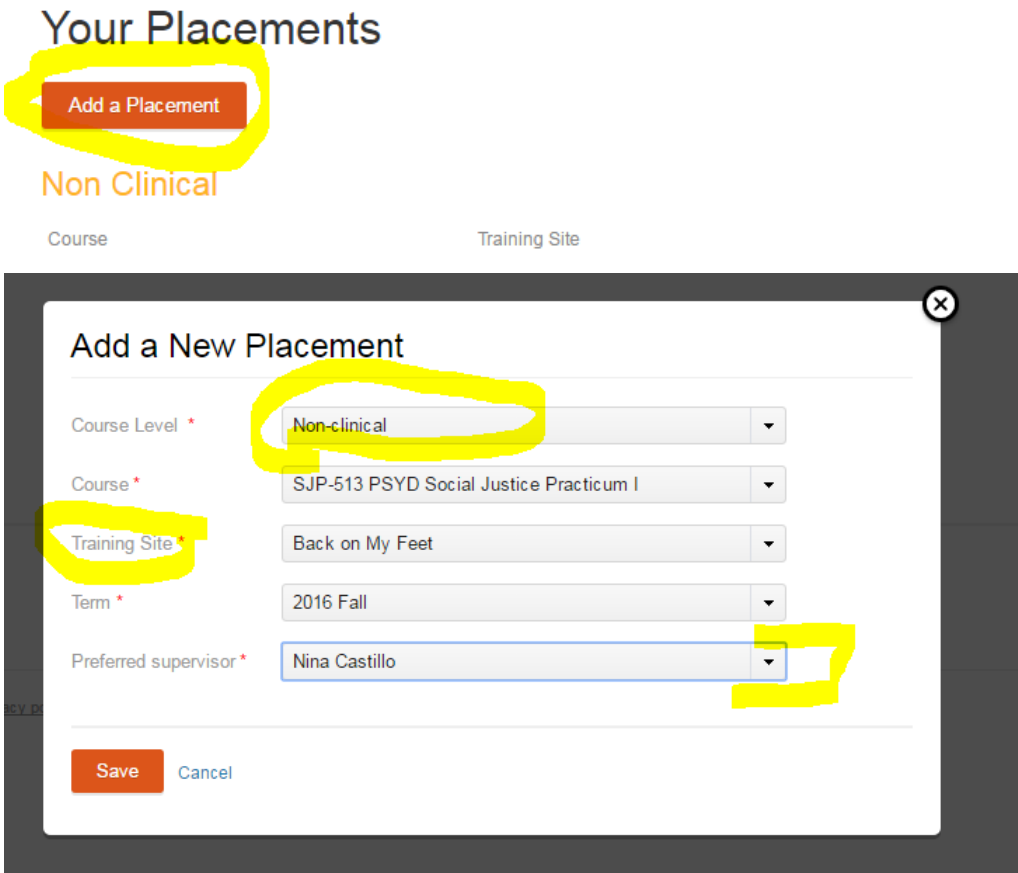
<http://support.time2track.com/article/121-time2track-basics-for-individuals#1>



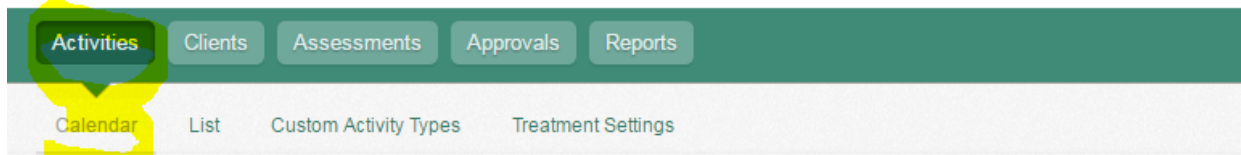
3. Once you are logged in, you should see the page below. Go to the gear in the top right corner, and select “Placements”.



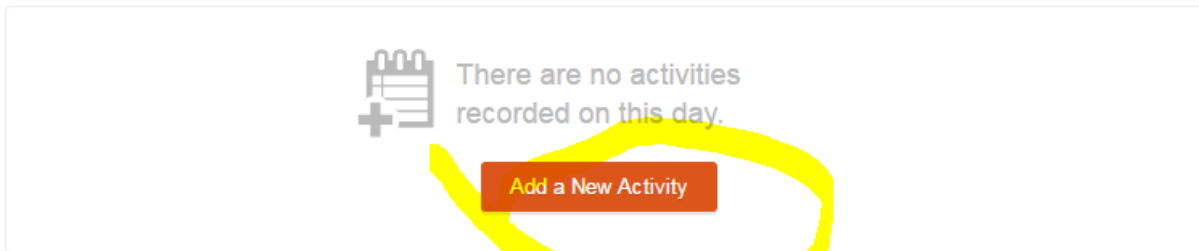
4. Select “Add a Placement” and find your site, and site supervisor, and link it with your account. Make sure you select “Non-Clinical” in the treatment setting.



5. Once you have linked your placement under “non-clinical,” please select “Activities” from the top menu, make sure you are on “Calendar,” and then select “Add a New Activity”:




October 4





6. This will pop up the following window, where you will select the date, time, placement, supervisor, treatment setting, activity type, and the “client.” Enter the information, and then for client, if this is your first time, select “Add a new client”:


Add a New Activity


Level * Non-clinical (change)


Date * October 4, 2016 

Placement SJP-513 MAT Social Justice Practicum I at Adl  or

Supervisor John Doe 

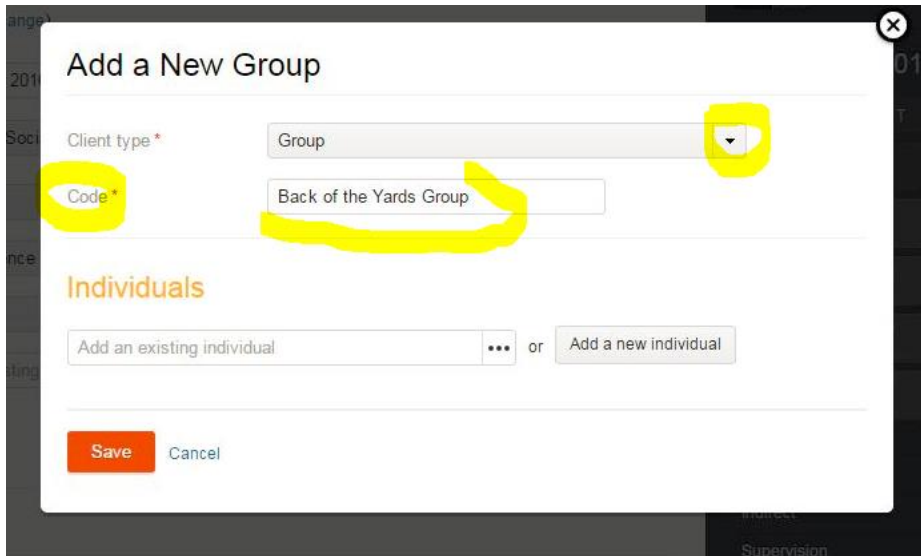
Treatment Setting * Domestic Violence Services and Supports 

Activity Type * Select an Option 

Client Choose an existing client  or

Hours * 0

7. If you do not have specific clients at your site (which is the case on the vast majority of SJPs), please make sure that you **select your client as “Group.”** This will give you a box to fill out asking for a **“code”**, this is where you will label the general client or activity. Please be specific. Please put an identifier in the code that categorizes the group the work you have been doing was meant to help For instance, you could put “Uptown Community,” or “Harper High School Teen Boys,” something to pinpoint who is being helped by your work.



The image shows a screenshot of a web application window titled "Add a New Group". The form contains the following elements:

- Client type ***: A dropdown menu with "Group" selected. A yellow circle highlights the dropdown arrow.
- Code ***: A text input field containing "Back of the Yards Group". A yellow circle highlights the label, and a yellow arrow points from the "Group" dropdown to this field.
- Individuals**: A section header with two options: "Add an existing individual" and "Add a new individual", separated by "or".
- Buttons**: "Save" (orange) and "Cancel" (grey) buttons at the bottom left.

Yellow annotations include circles around the "Client type" dropdown arrow and the "Code" label, and an arrow pointing from the "Group" dropdown to the "Code" input field.

(Please see next page)

8. Once this is done, you have successfully entered your hours, but you have not submitted the hours for approval. You can log the hours regularly, without submitting them. To submit, click the “list” tab, up by the calendar tab at the top. Then check off the hours you want to submit, and hit the submit button at the bottom.

Activities Clients Assessments Approvals Reports director@literaryorphans.org

Calendar **List** Custom Activity Types Treatment Settings

Add a New Activity

Status Unconfirmed Confirmed Scheduled

Approval Status Unsubmitted Submitted Approved Rejected

Date Range

Advanced Filters

Choose bulk action...

Status	Approval Status	Date	Term	Type / Client	Setting / Placement / Supervisor	Level	Hours
<input checked="" type="checkbox"/> Confirmed	<input type="checkbox"/> Unsubmitted	October 4, 2016	2016 Fall	Mailing/Letter Campaign Edgewater Teens (Group)	Domestic Violence Services and Supports SJP-513 MAT Social Justice Practicum I at Adler University: Community Engagement - 2016 Fall Mike Joyce	Non-clinical	5.0
<input checked="" type="checkbox"/> Confirmed	<input type="checkbox"/> Unsubmitted	September 22, 2016	2016 Fall	Adult Education Test (Group)	Domestic Violence Services and Supports SJP-513 MAT Social Justice Practicum I at Adler University: Community Engagement - 2016 Fall John Doe	Non-clinical	2.0
<input type="checkbox"/> Confirmed	<input checked="" type="checkbox"/> Approved	September 22, 2016	2016 Fall	Intake Forms Back of the Yards Group (Group)	Domestic Violence Services and Supports SJP-513 MAT Social Justice Practicum I at Adler University: Community Engagement - 2016 Fall John Doe	Non-clinical	4.0

Create an Approval Request

Placement * SJP-513 MAT Social Justice Practicum I at Adler University: Community Engagement - 2016 Fall

Supervisor * John Doe

Date Range * September 22, 2016 to September 22, 2016

Total Selected Hours: 4

Date	Activity Type	Time	Client	Treatment Setting
<input checked="" type="checkbox"/> September 22, 2016	Intake Forms	4.0	Group	Domestic Violence Services and Support
	Assessments	Adults		Children/Adolescents
		Administered	Report	Research
		Administered	Report	Resear

Submit Selected Activities for Approval Cancel