https://smarter.erdc.k12.mn.us/smarter/login.aspx?dn=0484

Login Screen

Enter your employee ID and Password – click Login.

Clock In/Out

You will see the screen below:

Select the clock operation you'd like to perform, by clicking the **Clock In** or **Clock Out** buttons.

Click **Cancel** to go back to the login page displayed above.

Click **Continue to eR** to skip clocking in or out and log into SMARTeR.
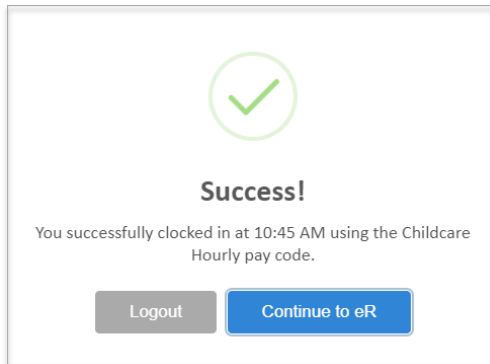***You will also have this option after clocking in or out.*

After clicking on **Clock In** or **Clock Out**, you will have the option to add a note.

When you are done, click **Submit** to finish clocking in or out OR click **Close** to go back.
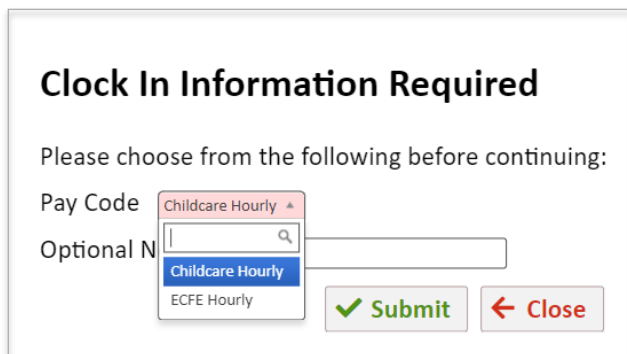
After clicking **Submit**, a "Success!" message will display to let you know that you have clocked in or out successfully.

Click **Logout** to return to the login screen.

Click **Continue to eR** to complete the multifactor authentication and completely login to SMARTeR.
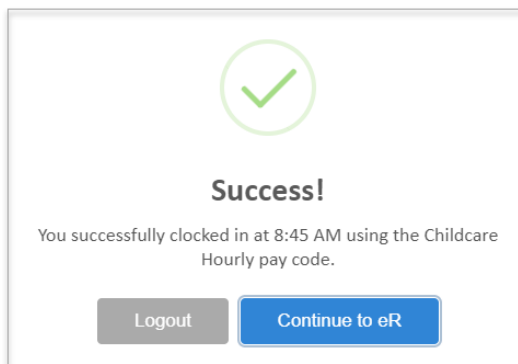
Multiple Pay Codes

If you click **Clock In** and have more than 1 pay code to choose from, you will be prompted with the following:

Choose which pay code you're clocking into then you will have the option to add a note.

When you are done, click **Submit** to finish clocking in or out OR click **Close** to go back.
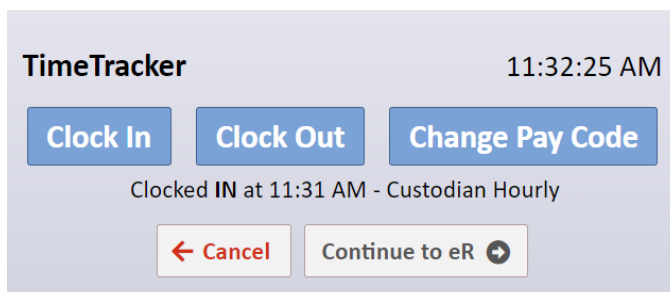

After clicking **Submit**, a "Success!" message will display to let you know that you have clocked in or out successfully.

Click **Logout** to return to the login screen.

Click **Continue to eR** to complete the multifactor authentication and completely login to SMARTeR.

If you have more than one pay code to clock into, you will also have the **Change Pay Code** button will also be available.
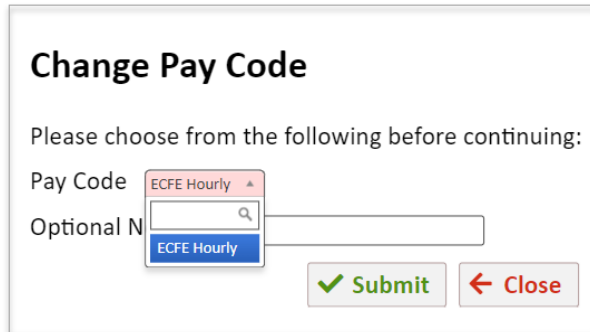

The **Change Pay Code** button can be used when switching between jobs.

This will punch you out of the current code you're clocked into and punch you into a different code.
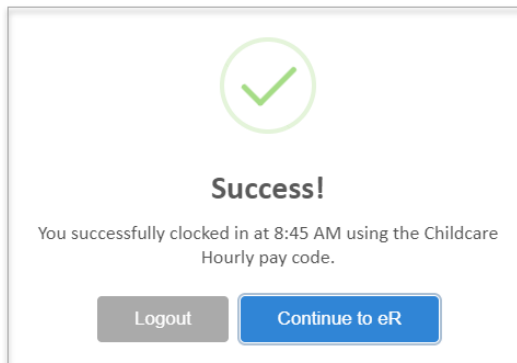
After clicking on **Change Pay Code**, you will have the option to select another code as shown below:

Change Pay Code

Please choose from the following before continuing:

Pay Code   ECFE Hourly ▲

Optional N   🔍

ECFE Hourly

✔ **Submit**   ← **Close**

Choose which pay code you're switching to then you will have the option to add a note.

When you are done, click **Submit** to finish clocking in or out OR click **Close** to go back.

✔

Success!

You successfully clocked in at 8:45 AM using the Childcare Hourly pay code.
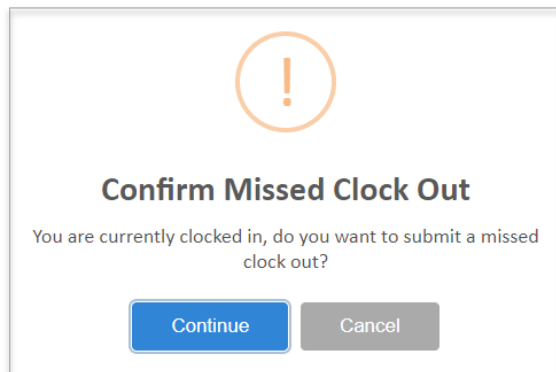
Logout   Continue to eR

After clicking **Submit**, a "Success!" message will display to let you know that you have clocked in or out successfully.

Click **Logout** to return to the login screen.

Click **Continue to eR** to complete the multifactor authentication and completely login to SMARTeR.

MISSED PUNCHES:

If you have missed a clock in/out, you will be prompted to enter the clock in/out that was missed. For example, if you clock in twice in a row, the following message will display:

!

Confirm Missed Clock Out

You are currently clocked in, do you want to submit a missed clock out?

Continue   Cancel

Click **Continue** to enter the missed clock in/out information.

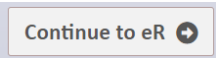Click **Cancel** to return to the Clock In/Clock Out screen.

Enter the time of the missed clock in or out.

You will have the option to add a note if needed.

If you have more than one code available, you will need to select the code you are clocking into.

When you are done, click **Submit** to finish clocking in or out and submit the missed clock in/out OR click **Close** to go back.

SMART eR:

The button will bring you to your Home page. Here you will be able to clock in and out and request time off.

The **Clock In** and **Clock Out** buttons are also available from the Home page.

You can choose to view your hours by the pay period or by the Week.
The clock in and out times will be color-coded based on the legend.

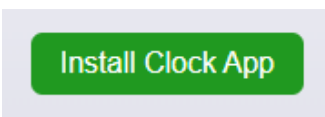## Installing the Time Tracker App

Key Notes
- The app is strictly for clocking in/out purposes.
- There is NO access to entering in time off.
- A staff member will NOT be able to continue to smart ER.

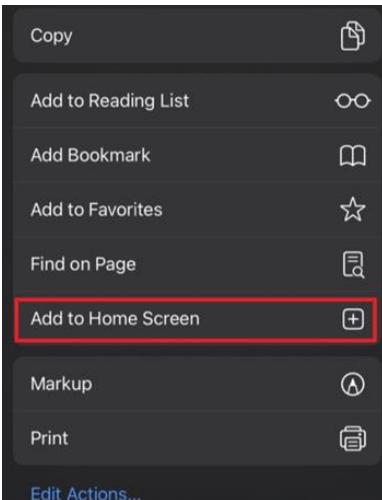### Installation on a Computer

- Got to your district's Time Tracker login page.
- In the top right corner of the login page is the "*Install Clock App*" button
- Click the button and select install on the popup.
- This will bring up the new app window.

Installation on Mobile Devices

Copy	📄
Add to Reading List	👓
Add Bookmark	📖
Add to Favorites	☆
Find on Page	🔖
Add to Home Screen	⊞
Markup	Ⓐ
Print	🖨
Edit Actions...	

- Got to your district's Time Tracker login page via browser

For Apple users
- Select the share button at the bottom of your screen.
- Navigate to *Add to Home Screen*
- An edit screen will pop up for you to update the name of the app. Select *Add* when done.
- For more instructions select the *"Install Clock App"* in the top right corner.

For Android users
- Select the *"Install Clock App"* in the top right corner.
- You will be prompted to a setup screen where you are able to add a name. Select "Add" and save it to your phone.