How to Create a Kronos Account

1. Go to
https://ohiomasonichome.kronos.net
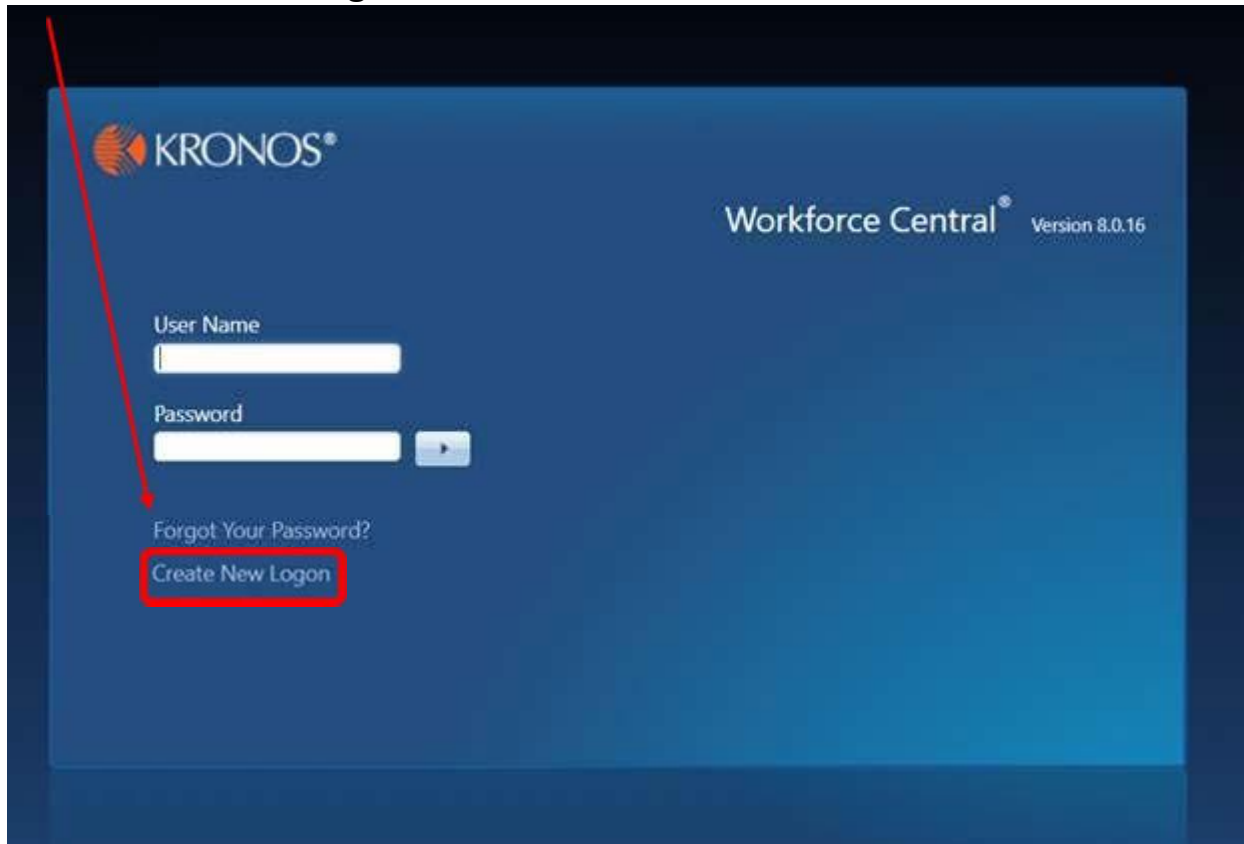
2. Click Create New Logon

3. A new window will appear (pictured below). Enter your Social Security Number without dashes.

4. Enter your last name. If you have a suffix like "Jr." or "III" type your last name, a space, and then the suffix.
   - Doe Jr.
   - Smith III

EMPLOYEE SIGN IN

Welcome to the Self-Service Logon page. To set up your logon, please provide the following information.

Submit	Reset

Social Security Number	
Last Name	

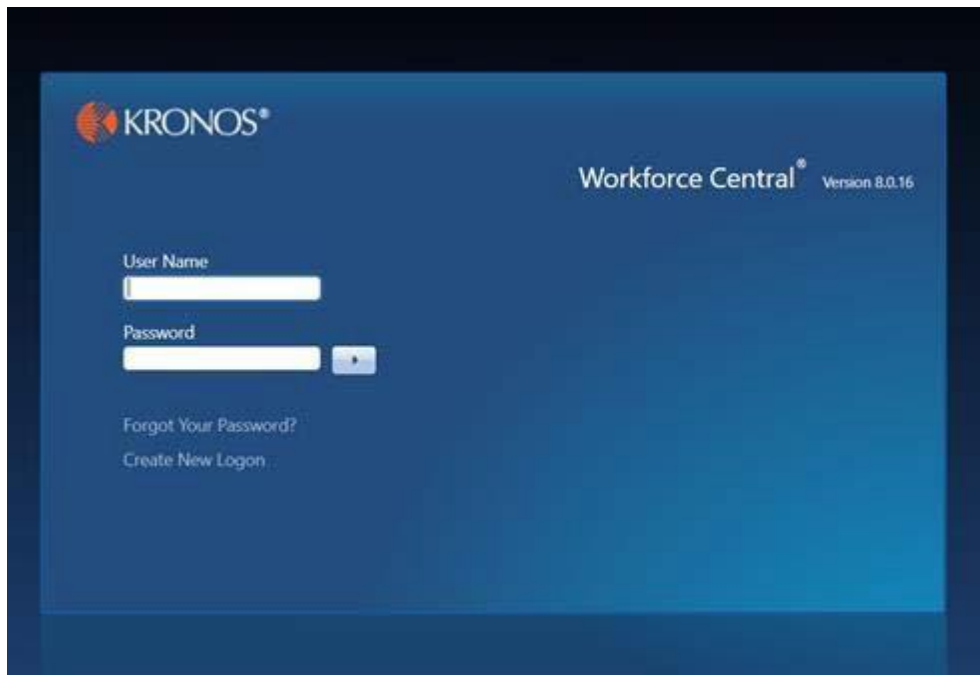On the next page, you will choose your Password.

5. A new screen will open. Your User Name is listed in the first field. **Please Note: There is a period between your first and last name (example Jane.Doe)**

6. Enter a password

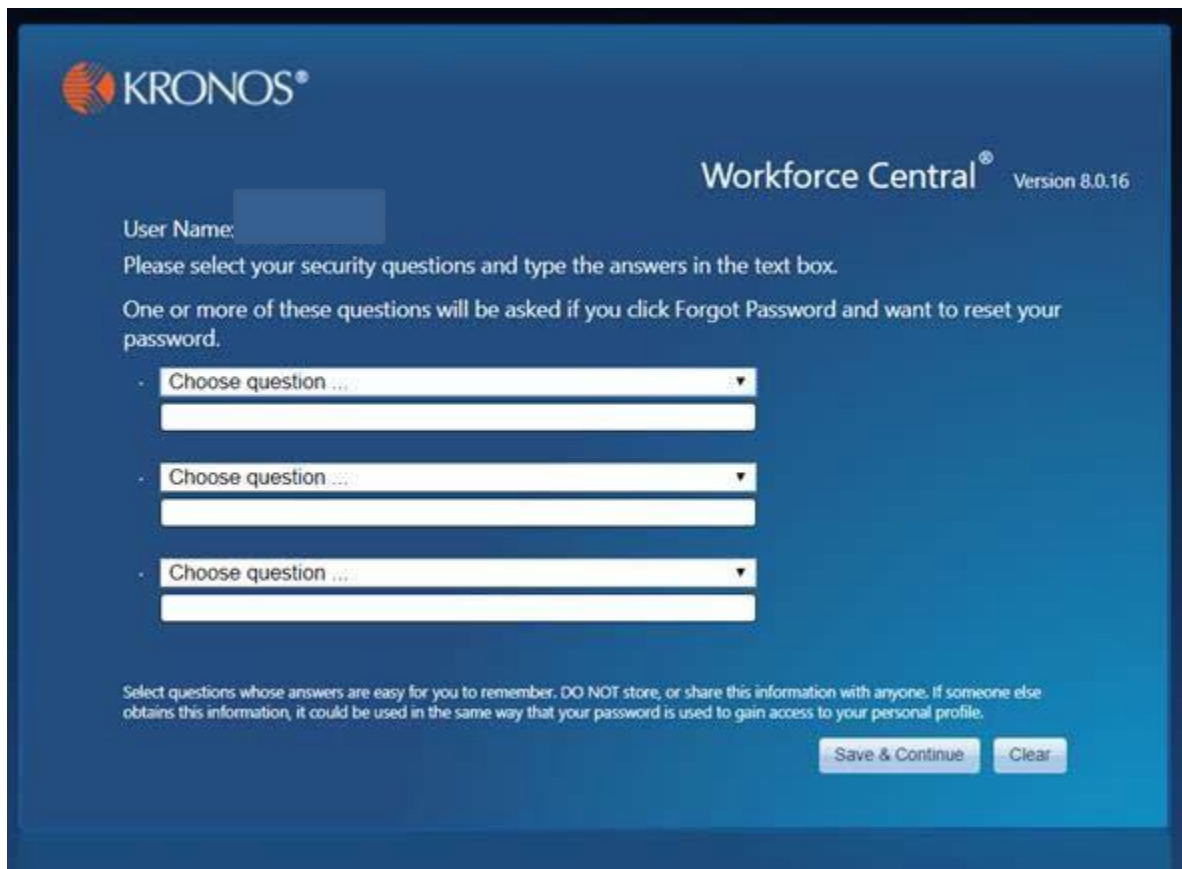7. Verify your password and click Save

SELECT YOUR PASSWORD

Your password must meet the requirements defined by your system administrator.

Save	Reset

User Name	
Enter your new Password	
Verify your new Password	

8. You will then be taken back to the Kronos Login screen. Enter your user name. **Please enter your full legal first name. Don't forget the period in between the first and last name!**

9. Enter the password you just created. Press Enter on your keyboard or click the arrow next to Password.

10.The next screen will ask you to answer three security questions of your choice.

11.Answer three questions and click Save & Continue

You have now successfully created an account and logged in to Kronos!