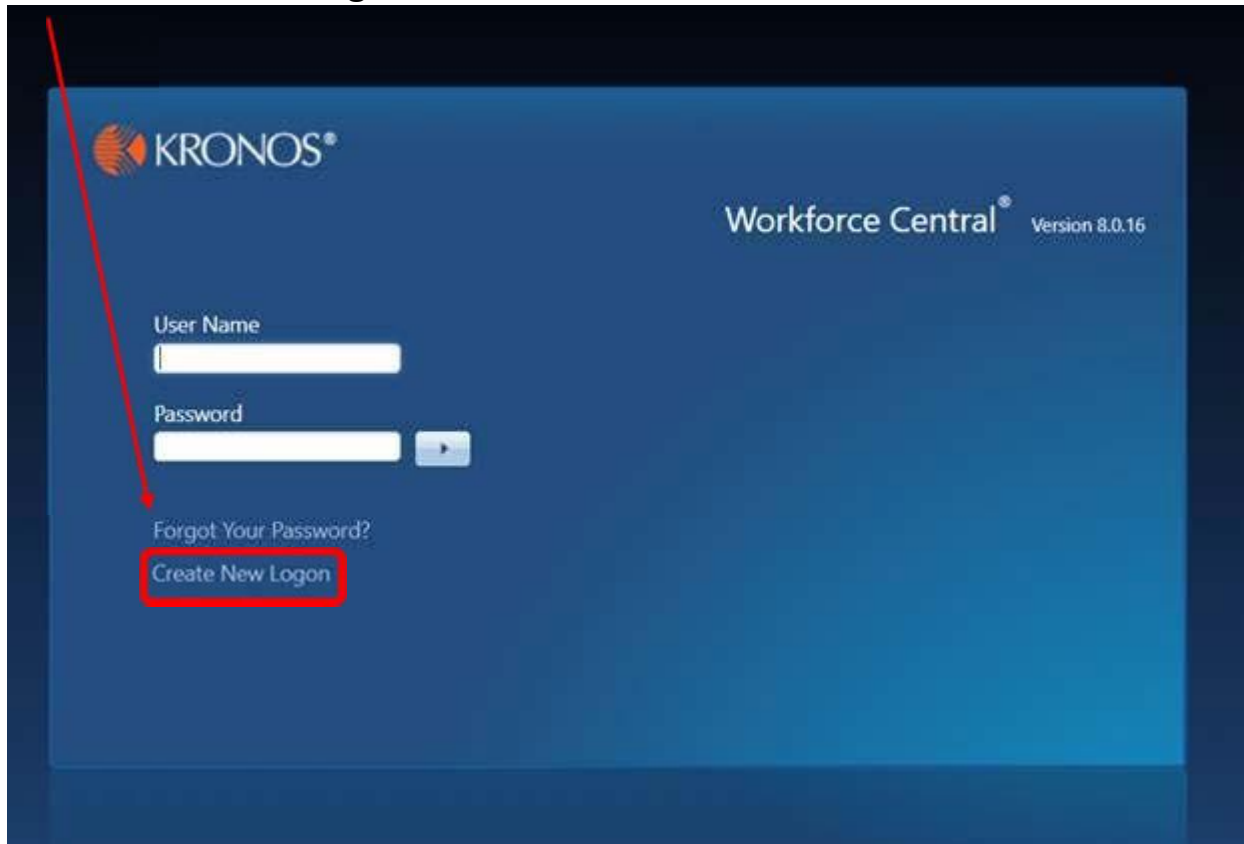


How to Create a Kronos Account

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.

<input type="button" value="Submit"/>	<input type="button" value="Reset"/>
Social Security Number	<input type="text"/>
Last Name	<input type="text"/>

On the next page, you will choose your Password.

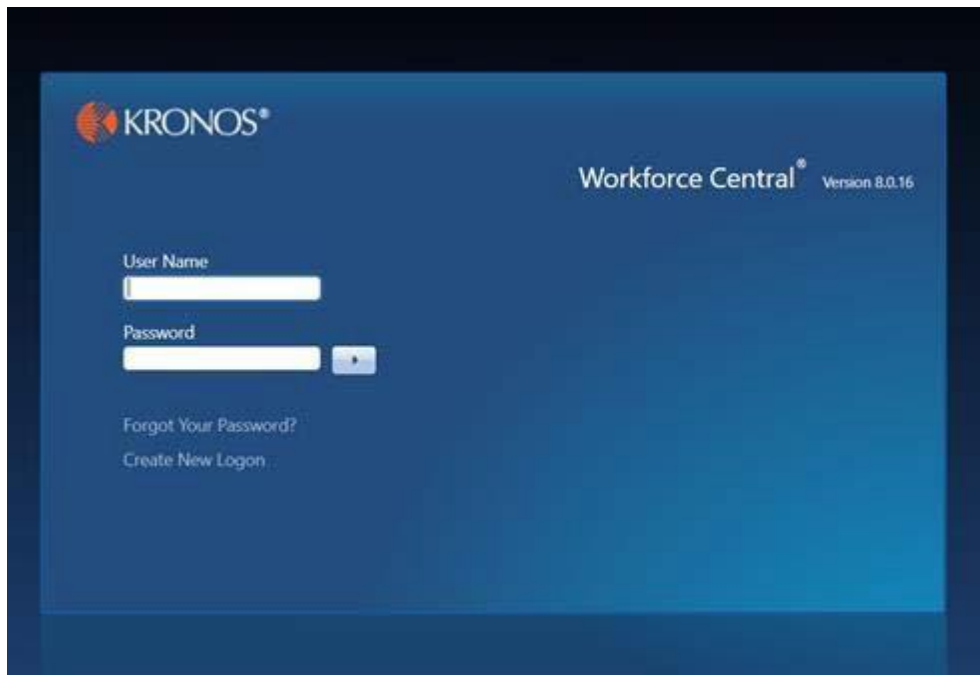
5. A new screen will open. Your User Name is listed in the first field.
Please Note: There is a period between your first and last name (example Jane.Doe)
6. Enter a password
7. Verify your password and click Save

SELECT YOUR PASSWORD

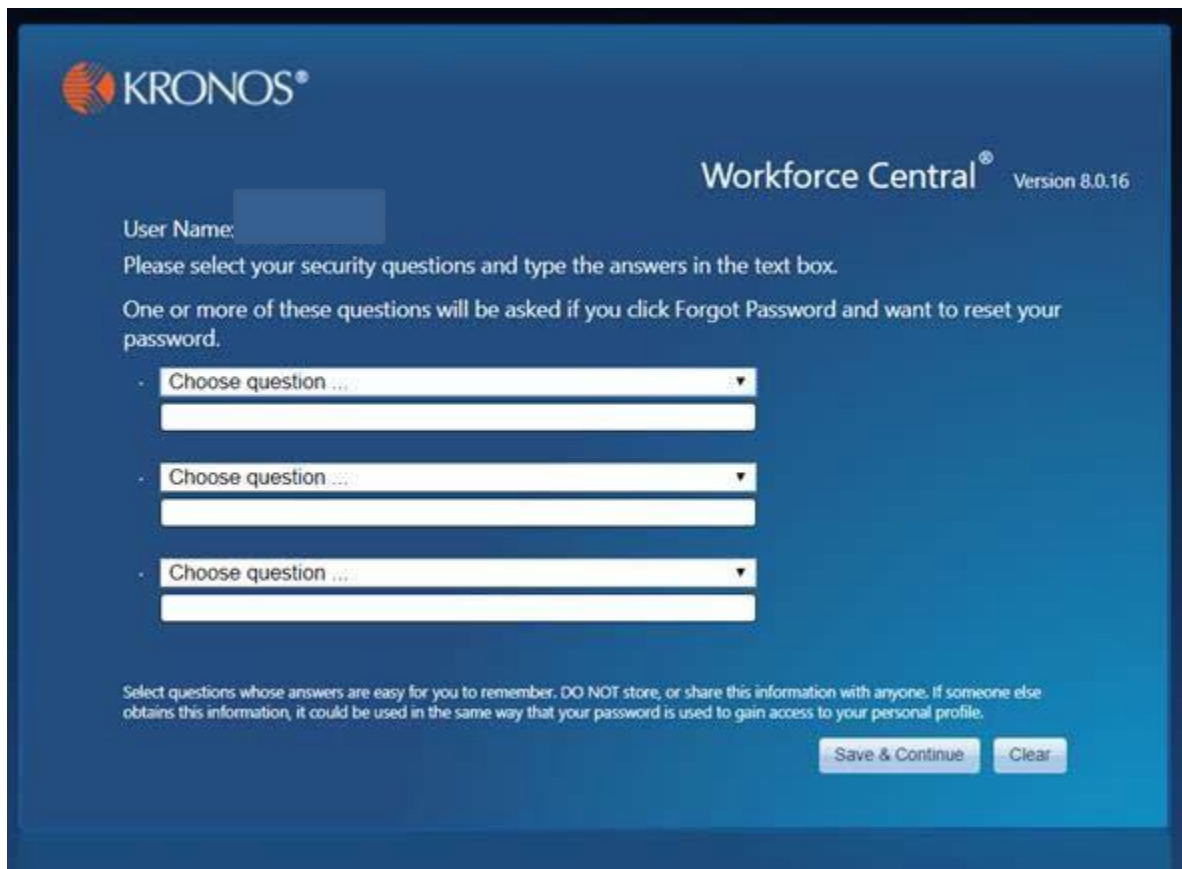
Your password must meet the requirements defined by your system administrator.

<input type="button" value="Save"/>	<input type="button" value="Reset"/>
User Name	<input type="text"/>
Enter your new Password	<input type="text"/>
Verify your new Password	<input type="text"/>

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.

The image shows the security questions setup screen for Kronos Workforce Central, Version 8.0.16. The background is a solid blue. In the top left corner is the Kronos logo. In the top right corner, the text 'Workforce Central' is in white, with 'Version 8.0.16' in a smaller font to its right. Below the logo, the text 'User Name:' is followed by a blurred white input field. Below that, the text 'Please select your security questions and type the answers in the text box.' is displayed. A paragraph follows: 'One or more of these questions will be asked if you click Forgot Password and want to reset your password.' Below this, there are three identical sets of controls. Each set consists of a dropdown menu with the text 'Choose question ...' and a small downward arrow, followed by a white text input field. At the bottom of the screen, there is a paragraph of small white text: 'Select questions whose answers are easy for you to remember. DO NOT store, or share this information with anyone. If someone else obtains this information, it could be used in the same way that your password is used to gain access to your personal profile.' To the right of this text are two buttons: 'Save & Continue' and 'Clear'.

11.Answer three questions and click Save & Continue

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