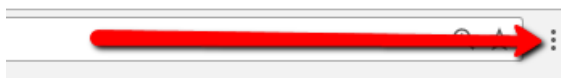


Open the District's TimeKeeper Clock In/Out form in Chrome on the desired computer.

- this link is usually good for 24 hours
- [App Services TimeKeeper](#)
- Scroll to the bottom of the page and click you district's name

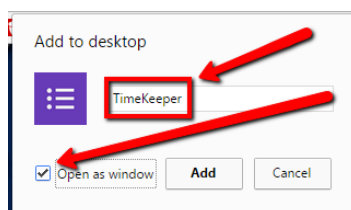
From the customize Chrome menu in the upper right corner:

- Select "Cast, save and share"
- Select 'Create shortcut...'



From the pop up window:

- rename to 'TimeKeeper'
- check box for 'Open as window'

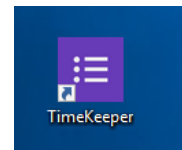


Download the TimeKeeper logo here:

- https://drive.google.com/open?id=0B_OJv6xQ3KaKN0QtZ1JUM2ZoLU0

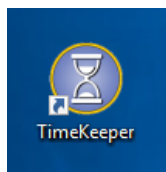
Right click on the previously created TimeKeeper Desktop shortcut:

- Select 'Rename' >>> TimeKeeper
- Select 'Properties'



From the pop up box:

- Select 'Change icon'
- Select 'Browse...'
- Locate and select the previously downloaded TimeKeeper icon (probably in the 'Downloads' folder)
- Select 'OK' in the small box
- Select 'Apply' in the bigger box
- Select 'OK'



Thanks,

HAVE A GREAT DAY! David Watkins

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