

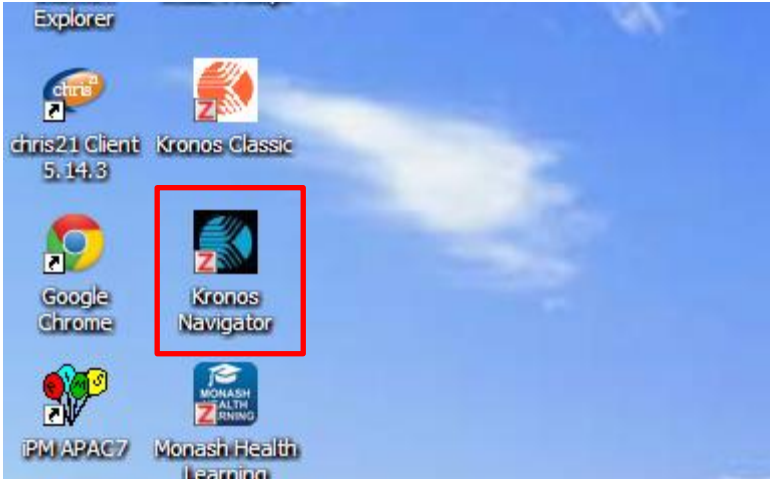
# Work Instructions – Kronos

## Access & Login Procedures

Version 2.0

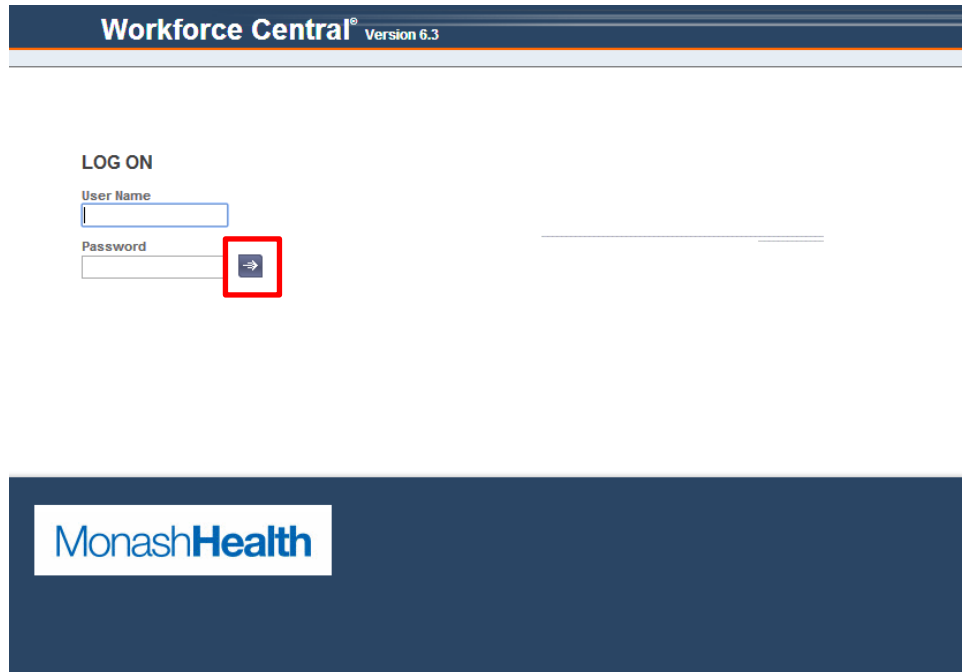
## Access and Login Procedures

**Purpose:** The purpose of this work instruction is to assist employees, gaining access to the Kronos system and the procedure to login once access has been granted. Kronos can be accessed via the Desktop, Intranet, Monash Health webpage or via Smart Phone (Smart Phone instructions covered separately).

Step	Action
<b>Request Access</b>	
1	Follow the link to the Kronos scheduling webpage <a href="#">click here</a>
2	<p>Complete the Kronos Access Request Form found <a href="#">here</a>. Email completed and signed form to <a href="mailto:scheduling@monashhealth.org">scheduling@monashhealth.org</a></p> <p><b>Note:</b> Ensure an authorised Manager approves your request. Self-approved forms will not be processed</p>
<b>Login via Desktop</b>	
3	<p>From your Monash Health workstation click on the <b>Kronos Navigator</b> icon found on the desktop</p> <div style="text-align: center;">  </div>

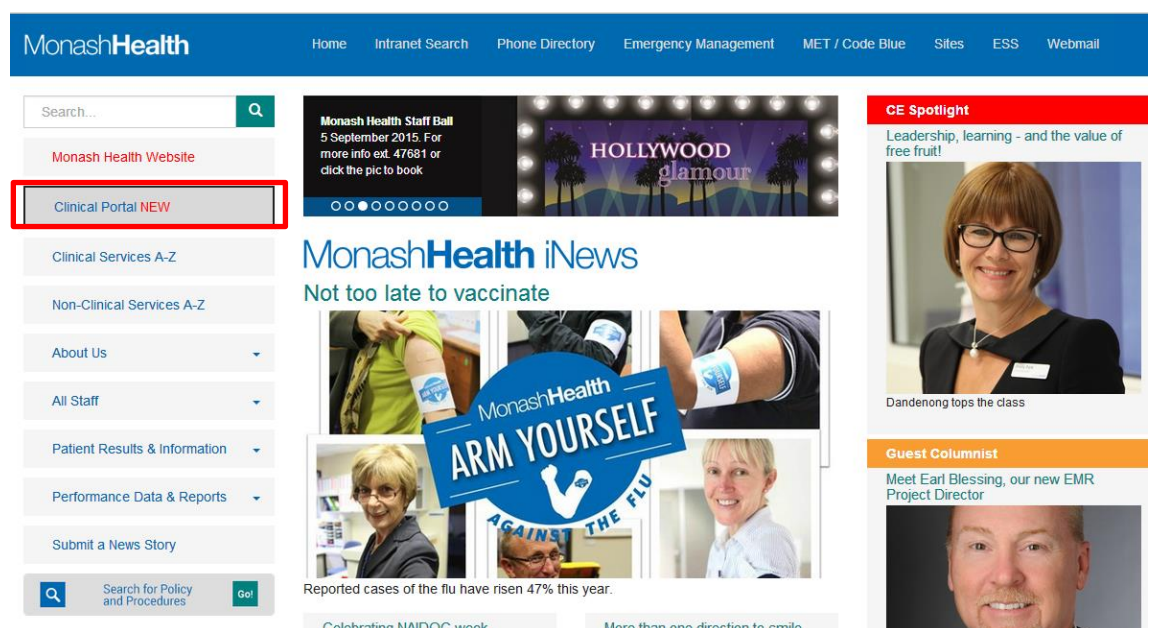
4 Type in your **User Name** and **Password**. Click on the **Arrow** button or hit **Enter** on your keyboard to launch Kronos

**Note:** Your user name and password are the same as your network login

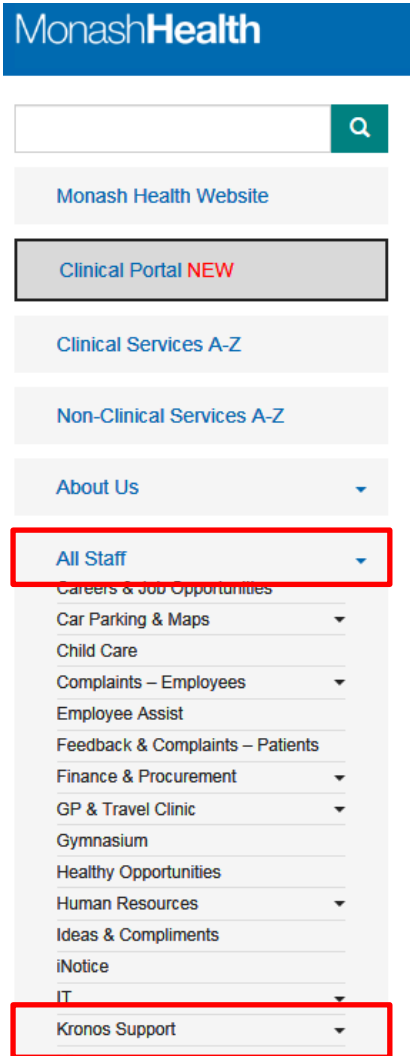
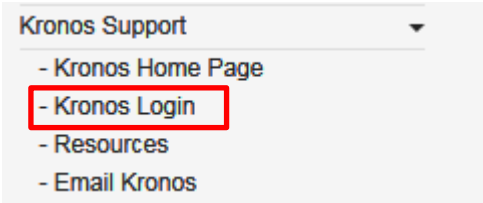


Login via Intranet (Clinical Portal)

5 Click **Clinical Portal** from the **Main Menu**



<p>6</p>	<p>Click on the <b>eRostering Kronos</b> button</p> <p><b>Clinical Portal</b></p> <p>PROMPT</p> <p> <input type="text" value="Search for Policy and Procedures"/> <input type="button" value="Go"/> </p> <ul style="list-style-type: none"> <li>• Username: GPaccess@SNH</li> <li>• Password: Gpaccess1</li> <li>• Completion of Death Certificates</li> <li>• Falls</li> </ul> <p><b>Applications</b></p> <p> <input type="button" value="Intranet"/> <input type="button" value="Microsoft Outlook"/> <input type="button" value="SMR"/> <input type="button" value="Webstro Path Results"/> <input type="button" value="Archived Pathology"/> <input type="button" value="WebQI"/> </p> <p> <input type="button" value="Riskman"/> <input type="button" value="Merlin"/> <input type="button" value="Monash Health Learning"/> <input type="button" value="Monash Doctors website"/> <input type="button" value="Nurses Portal"/> <input type="button" value="E-Credentialing Clinician Search"/> </p> <p><b>Services &amp; Guides</b></p> <p> <input type="button" value="eRostering Kronos"/> <input type="button" value="After Hours Taskboard"/> <input type="button" value="Library"/> <input type="button" value="Imaging"/> <input type="button" value="Pharmacy"/> <input type="button" value="Pathology"/> </p> <p> <input type="button" value="Blood Transfusion"/> <input type="button" value="IV Cannulation Video"/> <input type="button" value="Hand Hygiene"/> <input type="button" value="Code Blue and MET Call"/> <input type="button" value="Scanned Medical Rec."/> <input type="button" value="LAN Page System"/> </p> <p> <input type="button" value="Fellow and Registrar Scope of Practice"/> <input type="button" value="OH&amp;S Occ. Violence"/> <input type="button" value="MD Orientation Checklist"/> <input type="button" value="Smart Move"/> <input type="button" value="Medical Rosters"/> </p>
<p>7</p>	<p>Click on the <b>Kronos Navigator Live</b> button</p> <p><b>Electronic Scheduling - Kronos</b></p> <hr/> <p> <a href="#">Home</a>   <a href="#">Resources</a>   <a href="#">Tips, Tricks and FAQ's</a>   <a href="#">Scheduling Principles</a>   <a href="#">Kronos Terminology</a> </p> <p>Welcome to the Monash Health Electronic Scheduling - Kronos Home Page.</p> <p><b>Electronic Scheduling Home</b></p> <p> <input type="button" value="Kronos Navigator Live"/> <input type="button" value="Resources"/> <input type="button" value="Kronos Navigator Training"/> </p>
<p>8</p>	<p>Follow <b>Step 4</b> to login</p>

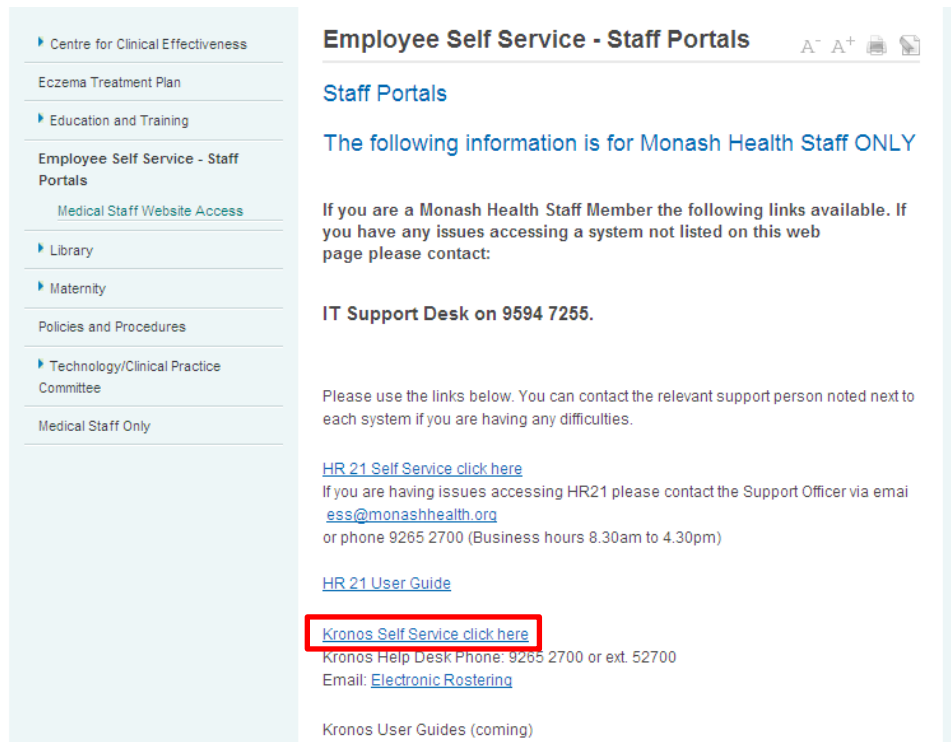
Login via Intranet (All Staff)	
<b>9</b>	<p>Click <b>All Staff</b> from the main menu. Next, click <b>Kronos Support</b></p>  <p>The screenshot shows the Monash Health website main menu. The 'All Staff' dropdown menu is highlighted with a red box, and the 'Kronos Support' option within it is also highlighted with a red box.</p>
<b>10</b>	<p>Click <b>Kronos Login</b></p>  <p>The screenshot shows the Kronos Support dropdown menu. The 'Kronos Login' option is highlighted with a red box.</p>
<b>11</b>	<p>Follow <b>Step 4</b> to login</p>

Login Externally via Monash Health Webpage

12 Click on **Health Professionals**, then click **Employee Self Service – Staff Portals** from the main menu of the [Monash Health Webpage](#)



13 Click on Kronos **Self Service Click Here** link



14 Follow **Step 4** to login

⊗ End of Work Instruction