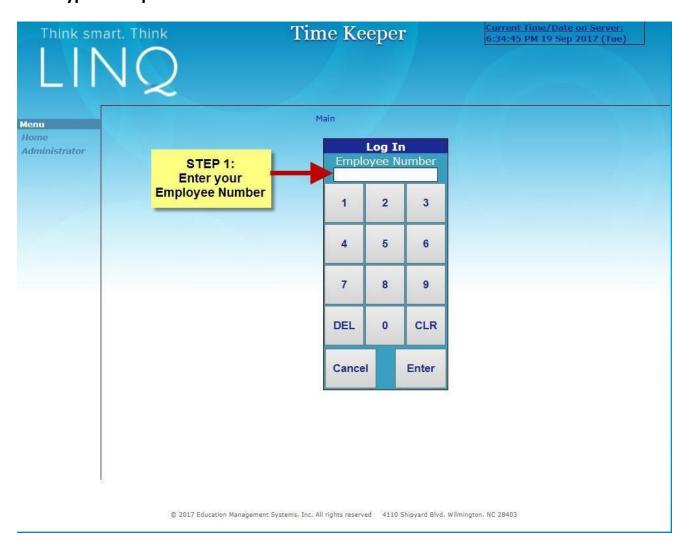


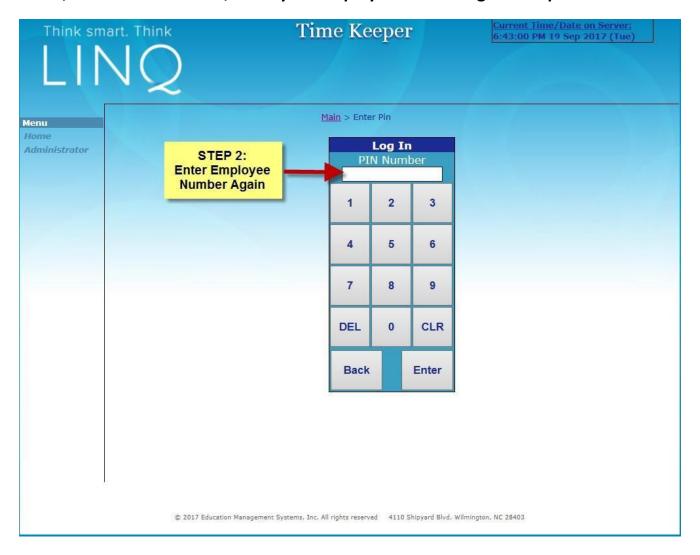
CREATING NEW PIN IN TIMEKEEPER

LINQ TimeKeeper

In your browser, go to your district's LINQ TimeKeeper site at https://hendersontimekeeper.thinklinq.com. Enter your Employee Number in the keypad and press *Enter*.



Next, under PIN NUMBER, enter your Employee Number again and press *Enter*:

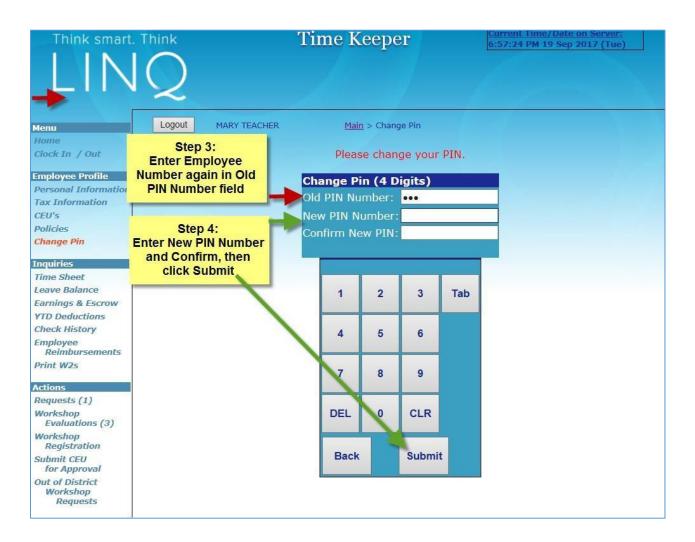


Your initial PIN Number has been pre-set to your Employee Number.

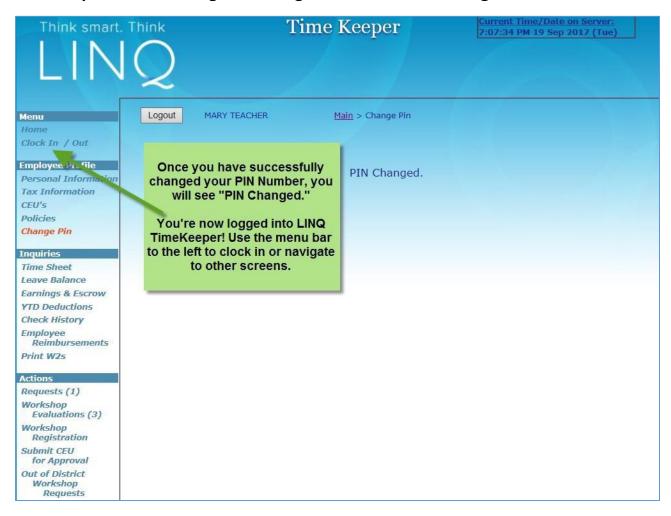
The PIN Number must be changed on your first login after conversion.

The new PIN Number must be at least 4 digits, greater than 1000 and CANNOT be the same number as your Employee Number.

In Steps 3 and 4, the Initial PIN Number will be replaced by a new PIN Number. Please choose a new PIN Number that is easily remembered – this PIN Number will be used for every TimeKeeper login. *Keep your PIN Number secure!*



Once you submit your new PIN Number, you will be logged into LINQ TimeKeeper! A 'PIN Changed' message will confirm the change.



Use the menu bar to the left to clock in or navigate to other screens.

This process will be used for all employees on their first TimeKeeper login after the LINQ conversion. It can also be repeated if the PIN Number is lost or forgotten by the employee. Please contact your school treasurer/bookkeeper or central office if your PIN Number needs to be reset.