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# School District of Lee County – “The Lee Clock”

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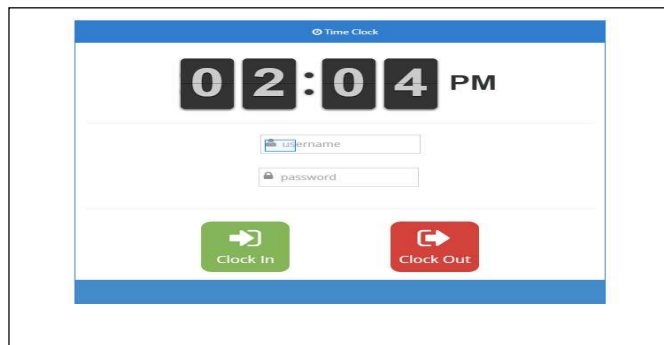
## The Lee Clock Step by Step Instruction

1. Log into your District computer or Open the Kiosk provided at your school site.
2. Click on the The Clock Icon.

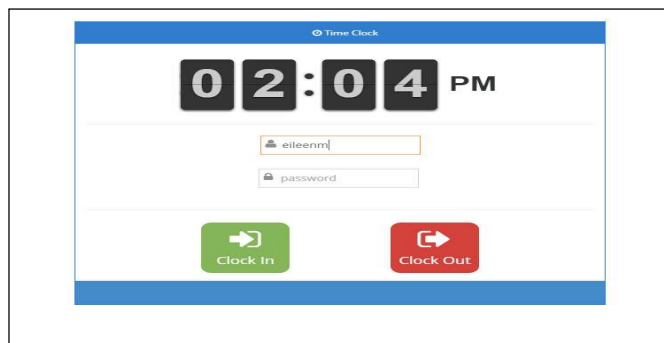


You will need your Network/E-mail account username and password to clock in and out.

The below clock will pop up when opening:



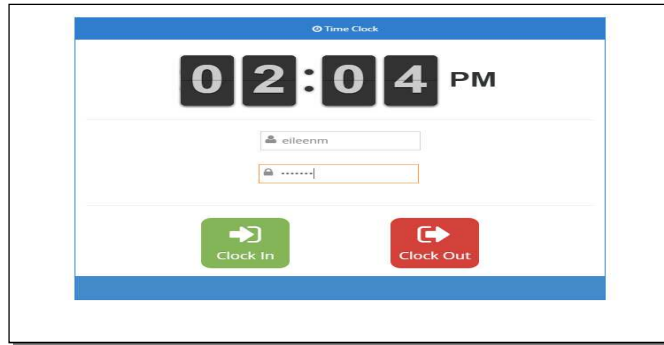
3. Enter your User Name



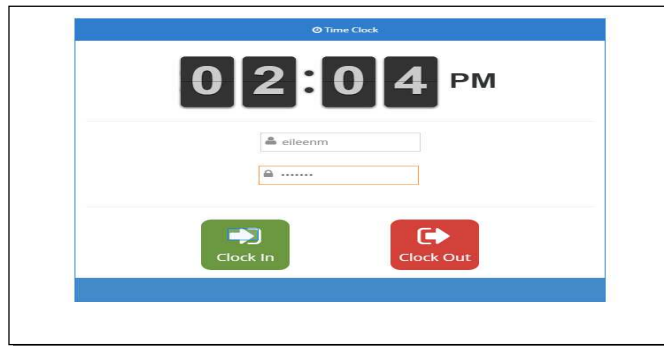
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4. Enter your Password.



5. Click on Clock In / Out.



6. If you have more than one job within the District – The following page will pop up.

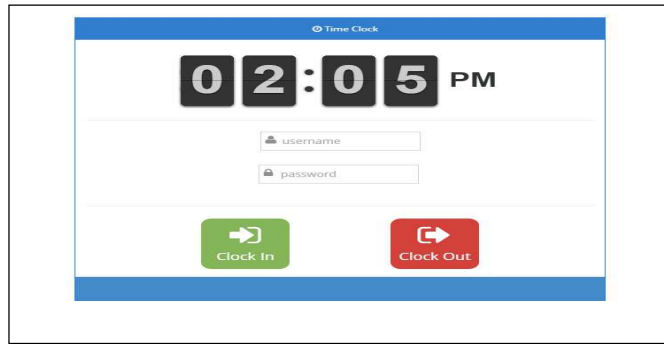
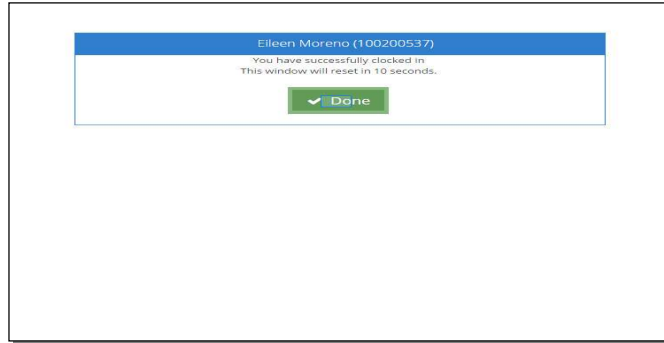
7. Select the job you are clocking for. If you only have one position, you will NOT see this page.



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8. The following page will pop up after choosing your position to clock for.
9. You can click done or the system will automatically re-cycle to the clock for the next person to clock in.



10. You have completed your clock in/out process.