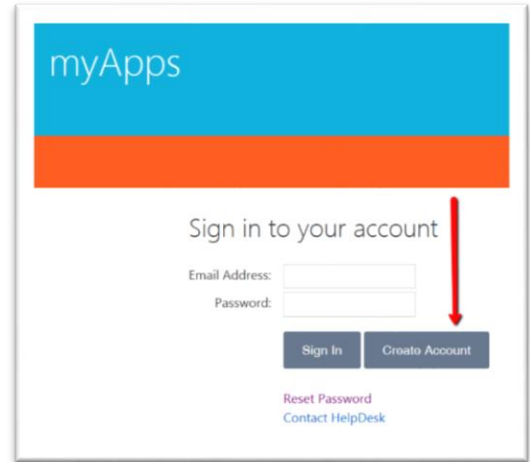


# ACCESSING KRONOS

**NOTE:** YOU WILL NEED A MYAPPS ACCOUNT TO LOG INTO KRONOS. IF YOU DO NOT ALREADY HAVE A MYAPPS ACCOUNT, YOU WILL CREATE ONE ON STEP #2.

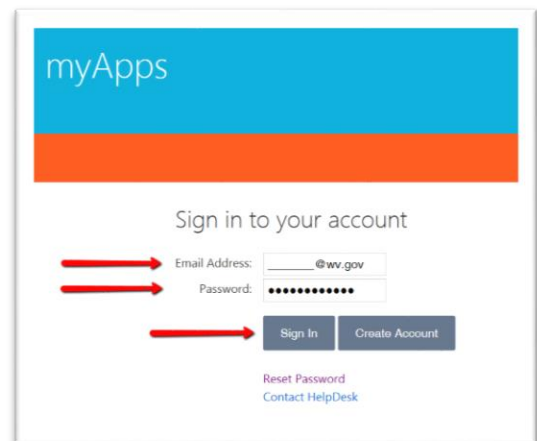
## Creating a MyApps Account

1. Navigate to the myApps website at <https://myapps.wvsao.gov/apps/default.aspx>
2. If you do not have a myApps account, click on Create Account and follow the instructions to create an account; then continue to Step #3.

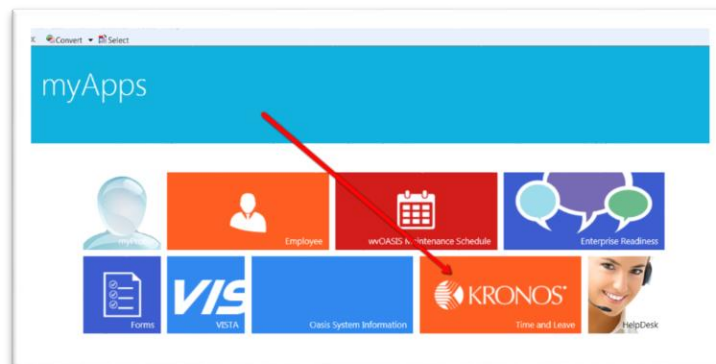


## Logging into KRONOS

3. From the myApps website at <https://myapps.wvsao.gov/apps/default.aspx>
  - Enter your standard government email address in the Email Address field
  - Enter your password in the Password field
  - Click on **Sign In**



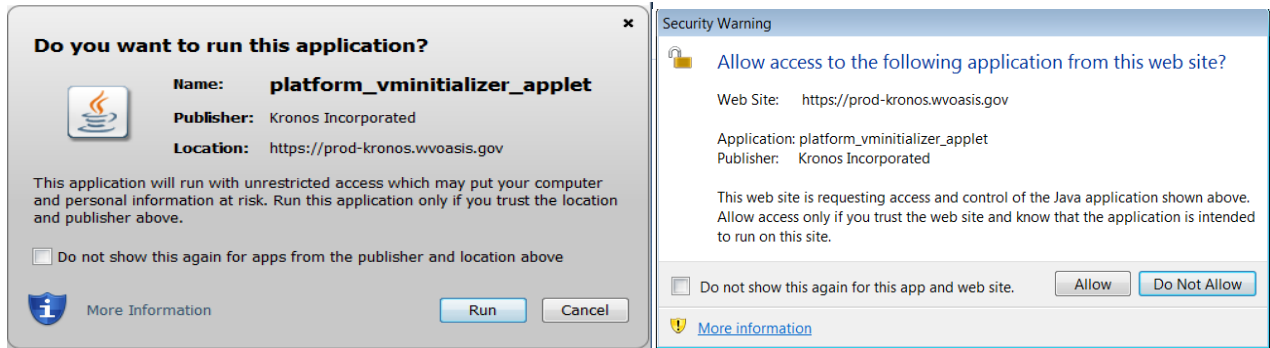
4. At the myApps page, click on the orange **KRONOS** link. Note: Your screen may have more or fewer icons than pictured below:



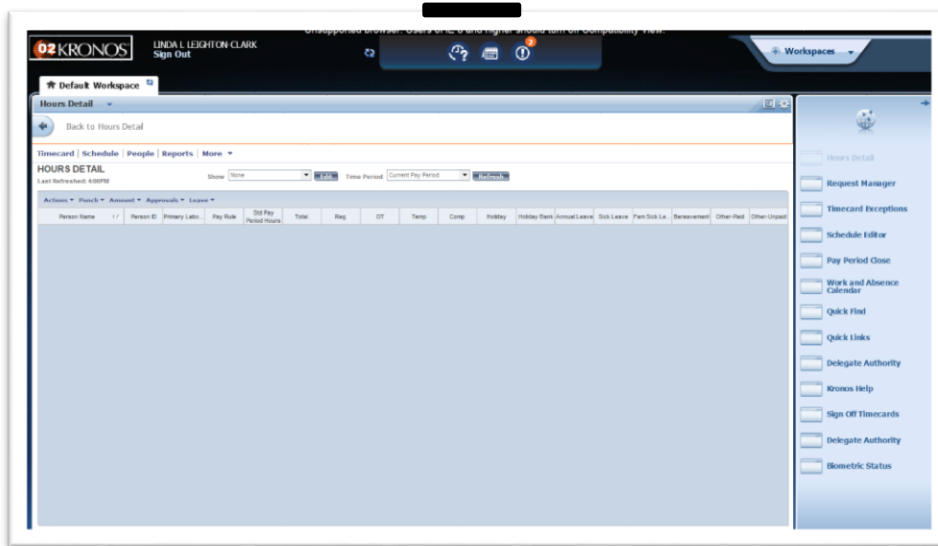
# ACCESSING KRONOS

## Logging into KRONOS- continued

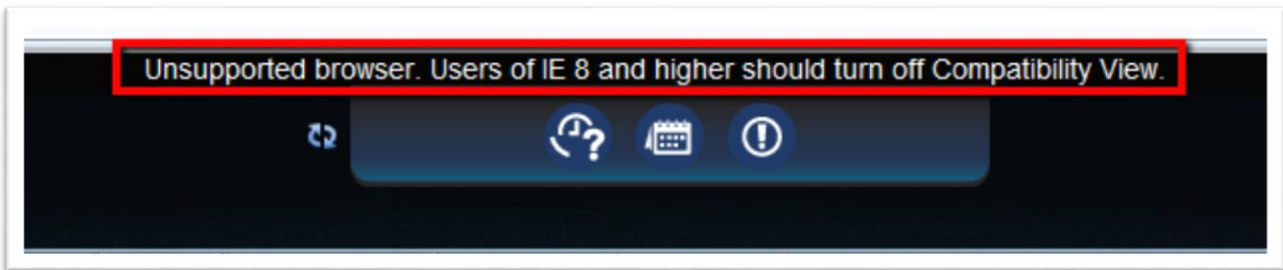
- Several pop-up windows will appear while KRONOS is loading. At each pop-up window click on **Run** or **Allow**.



- Your landing screen may vary from the image below depending on your level of KRONOS access.



**Note:** Internet Explorer Users: Ignore the warning message at the top of your screen:



\* End \*