1. Log in using [http://go.gwu.edu/TRS](http://go.gwu.edu/TRS)
2. Full Link: [https://timekeeper8.gwu.edu/wfc/htmlnavigator/logon](https://timekeeper8.gwu.edu/wfc/htmlnavigator/logon)
3. Username is your GW Netid (the part of the e-mail address that precedes @gwu.edu) and the corresponding password.
4. When logging in you will be brought to workspace:
   a. The **timecard** will be your primary widget
   b. To the right appears a blue **Related Items** bar with your ‘InBox’ and ‘MyTimestamp’
5. Select **My Timestamp** from the blue **Related Items** bar to timestamp in
6. Select the **double line with arrow** at the bottom of the timecard to open the **Totals Section**
7. Select Record Timestamp from the **My Timestamp** tab to clock in or out
8. Once you have clocked a message will appear that your time has been recorded
9. Click the **X** on the tab to close the **My Timestamp** Widget
10. Your time will now appear in the time card
11. To see your totals you may need to select the **Refresh** button.

12. Your punch will now appear.

13. You can **Sign Out** when you're done.