1. Log in using [http://go.gwu.edu/kronos](http://go.gwu.edu/kronos).
2. Username is your GWMail account Net ID username and password.
3. When logging in you will be brought to the page to timestamp in.
4. When you’re done select Home.
5. This will bring you to a screen that gives you options to go to your Time Stamp and My Timecard.
6. Select My Timecard to View your timecard.
7. Your time card will appear.
8. To see your totals select the **Totals Summary** button.