1. Log in using [http://go.gwu.edu/kronos](http://go.gwu.edu/kronos).
2. Username is your GW Netid (the part of the e-mail address that precedes @gwu.edu) and the corresponding 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, My Timecard, or Inbox.
6. Select My Timecard to View your timecard.
7. Your time card will appear.
8. To see your totals select the **Totals Summary** button.