

## EMPLOYEE ONBOARDING

ESS and our mobile app makes it easy for employees to view their attendance, clock in and out, and stay in touch with their supervisor.

### ONBOARDING EMAIL INVITE

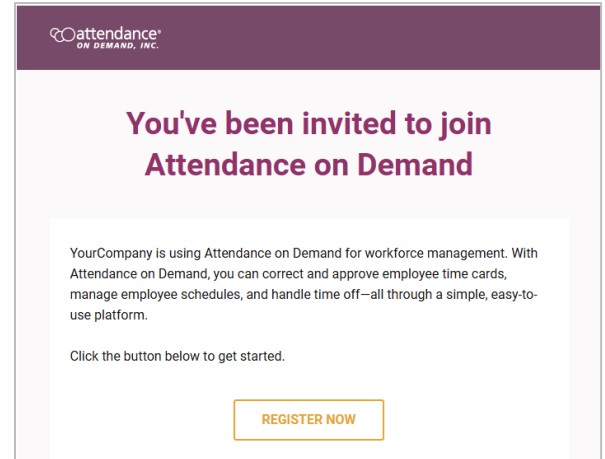
To use **ESS** or **ESS Mobile App**, you must receive an invitation from Attendance on Demand. If you haven't received an invite, your administrator can send you one.

**NOTE:** Invite emails will expire, so please act promptly.

### OPEN THE INVITATION EMAIL

You can open on a computer, tablet or mobile device:

1. Open the email.
2. Tap "**Register Now**" to complete your registration.
3. This will take you to the Registration page.



### REGISTERING YOUR ACCOUNT

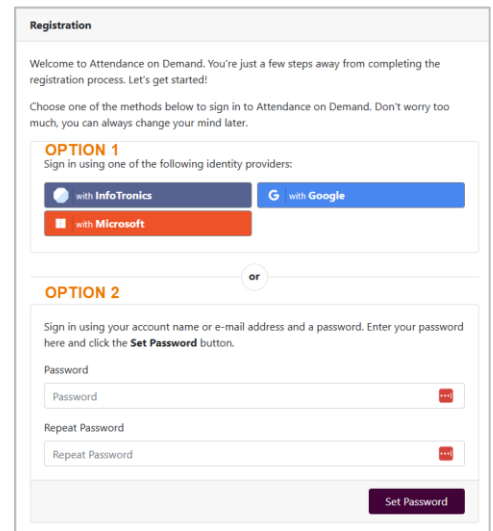
#### Option 1: Use an Existing ID Provider

1. Select the ID provider. Examples would be Microsoft, Google, or something else.
2. Log in with your credentials for that provider.
3. Registration is complete.
4. You will now be redirected to ESS.

**NOTE:** Do **NOT** select *InfoTronics*

#### Option 2: Create an Attendance on Demand (AoD) Account

1. Enter a password for your new AoD account. Your login name will be the email address where the invitation was sent.
2. Registration is complete.
3. You will now be redirected to ESS.

The image shows a screenshot of the registration page. It has a title "Registration" and a welcome message: "Welcome to Attendance on Demand. You're just a few steps away from completing the registration process. Let's get started!". Below that, it says: "Choose one of the methods below to sign in to Attendance on Demand. Don't worry too much, you can always change your mind later." There are two options: "OPTION 1" which says "Sign in using one of the following identity providers:" and lists "with InfoTronics", "with Google", and "with Microsoft"; and "OPTION 2" which says "Sign in using your account name or e-mail address and a password. Enter your password here and click the Set Password button." Below this are fields for "Password" and "Repeat Password", each with a "Show" button. At the bottom right is a "Set Password" button.

### INSTALL APP AND LOGGING IN

After registering, you can download the app from the App Store or Google Play Store. (if it's not already installed).

Download the app and log in using the credentials you set up during registration.