

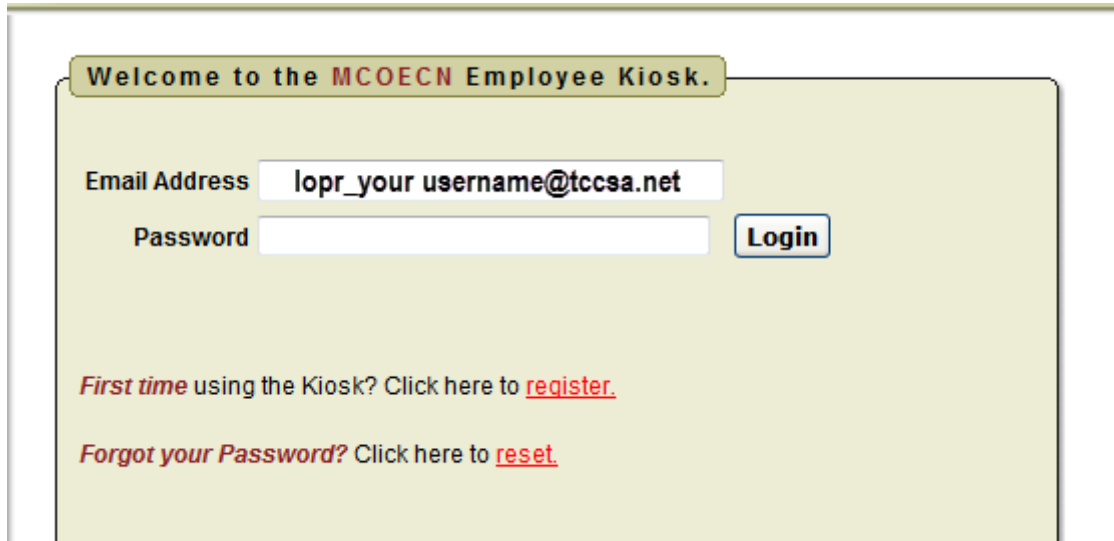
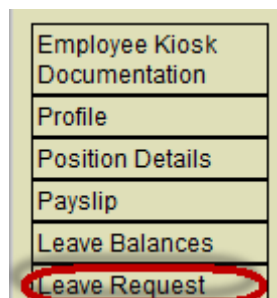
**Loudonville-Perrysville EVSD
Employee Kiosk Instructions
Setting Leave Preferences
(Bus Drivers do NOT do this)**

1. Setting the Default Leave Starting and Ending Preferences just needs to be completed one time. If your job status changes though, you will need to edit the starting and ending times.
2. Go to the TCCSA homepage- www.tccsa.net

3. Click on the Employee Kiosk button.

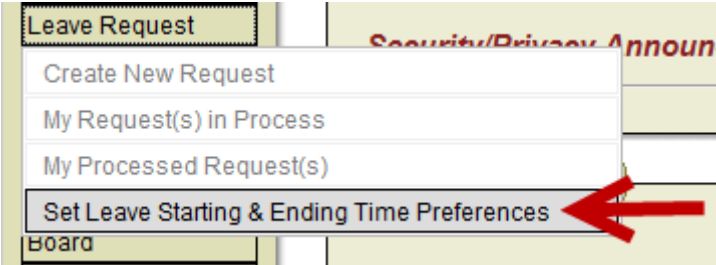


4. Login using your ENTIRE school email address as your username.

A screenshot of the MCOECN Employee Kiosk login page. At the top, a green banner reads "Welcome to the MCOECN Employee Kiosk." Below this, there are two input fields: "Email Address" with the placeholder text "lopr_ your username@tccsa.net" and "Password". To the right of the password field is a blue "Login" button. Below the input fields, there are two links: "First time using the Kiosk? Click here to register." and "Forgot your Password? Click here to reset." The entire form is set against a light green background.

5. Click "Leave Request"

6. Click "Set Leave Starting and Ending Time Preferences"



7.

A screenshot of a form titled "Set Default 'Start Time' and 'End Time' for Leave Requests". The form contains two main buttons: "Set DEFAULT Starting & Ending Time Preferences" and "Clear DEFAULT Starting & Ending Time Preferences". Below these buttons are two time selection fields: "Select Starting Time" and "Select Ending Time". Each field has three dropdown menus for hour, minute, and AM/PM. A red circle with the number "1" is placed over the first dropdown of the starting time field, and a red circle with the number "2" is placed over the first dropdown of the ending time field. A red circle with the number "3" is placed over the "Set DEFAULT Starting & Ending Time Preferences" button.

- 1 Set your work day starting time.
- 2 Set your work day ending time.
- 3 Press Set DEFAULT Starting & Ending Time Preferences.

Once these start and ending times are set there will be no need to this again as long as you maintain the same work day. If your job classification changes or your work day changes you will need to edit this to reflect your new work day.