

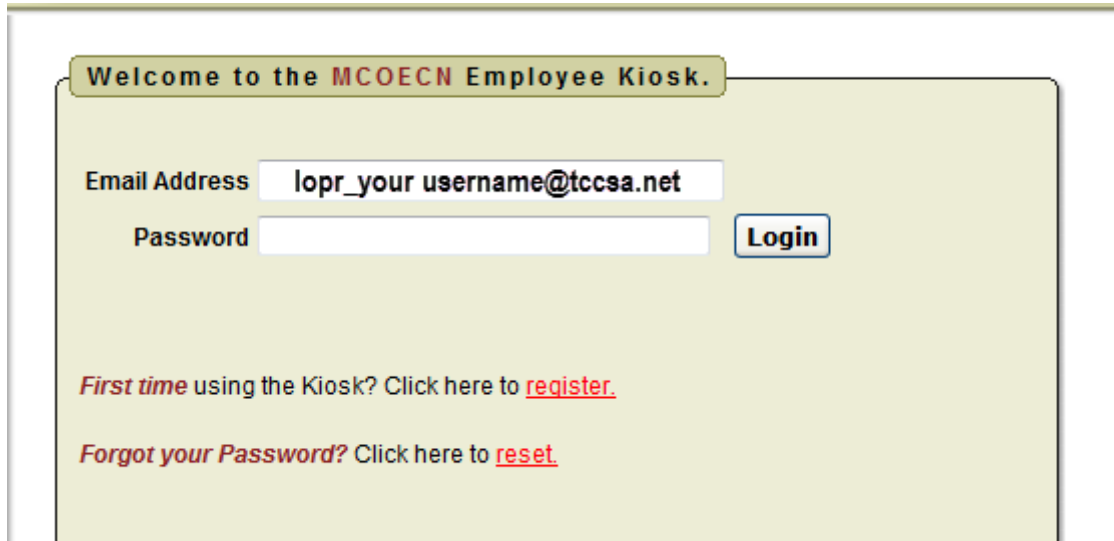
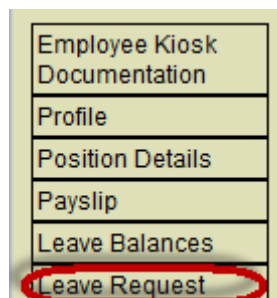
**Loudonville-Perrysville EVSD
Employee Kiosk Instructions
Setting Leave Preferences
(Bus Drivers do NOT do this)**

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.

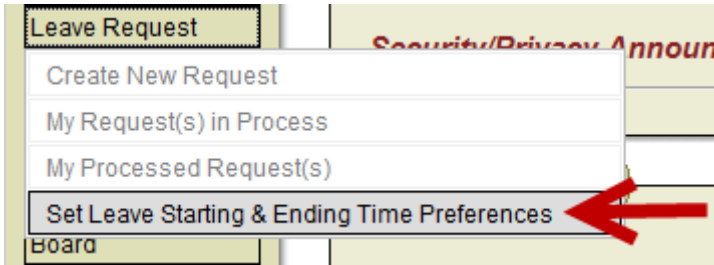


4. Login using your ENTIRE school email address as your username.

A screenshot of the 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 has a light green background and contains the following elements: a button labeled "Set DEFAULT Starting & Ending Time Preferences" with a red circled '3' next to it; a button labeled "Clear DEFAULT Starting & Ending Time Preferences"; a "Select Starting Time" field with dropdowns for "01", "00", and "AM", and a red circled '1' next to it; and a "Select Ending Time" field with dropdowns for "01", "00", and "AM", and a red circled '2' next to it.

- 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.