



To Access Kronos On Campus

Option 1

- Log into the YU network using your active directory network credentials.
- *Active directory network credentials are the username and password used to log into your computer each day.*
- Log into Kronos at <https://kronos.yu.edu> using those same active directory network credentials.

Option 2

- Log into InsideTrack at <https://insidetrack.yu.edu> using your active directory network credentials.
- *Active directory network credentials are the username and password used to log into your computer each day.*
- Click on the Employee tab at the top of the screen.
- Select **Kronos – Time Entry** from the Employee Tools & Systems section.
- Log into Kronos at <https://kronos.yu.edu> using those same active directory network credentials.

To Access Kronos Off Campus

- Log into the YU Remote Access Portal at <https://ra.yu.edu> using your active directory network credentials.
 - *Active directory credentials are the username and password used to log into your computer each day.*
- Select **Kronos Time and Attendance**.
- Enter your Kronos username and password as you normally would.
- **Tips if you experience the following issues:**
- If using Internet Explorer (IE) you will need to remove yu.edu from the compatibility settings
 - To do so click on the Tools icon in the upper right hand corner of IE.
 - Select Compatibility Settings
 - Select yu.edu / click Remove / click Close
- **If you are unable to access Kronos through InsideTrack, please log directly into Kronos on campus using <https://kronos.yu.edu>**

- **If you continue to experience difficulties using Internet Explorer, please try either Google Chrome or Mozilla Firefox as the web browser.**
- If you continue to have issues, please feel free to contact Payroll Services or reach out to the ITS Help Desk at #6123 or 800-829-7418.
- Some users may receive a message regarding “Adobe Flash Player” if you do, please contact the ITS Help Desk at #6123 or 800-829-7418.

Payroll Services
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646-592-4320
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