Installing the Kronos Mobile App on I-Phones

1. Go to your phone Apps and select App Store.

2. Once in App Store, type in **Kronos Mobile** and select it when it appears in the menu field. DO NOT select any other Kronos app, such as Kronos M.
3. When Kronos Mobile screen appears, Select **GET**.

4. When License Agreement screen appears, scroll down and select **ACCEPT**.
5. This brings up the Kronos Mobile installation screen. Select **INSTALL**. When installation is complete, select **OPEN**.

6. When server screen opens, enter `https://time.albemarle.org/wfc`. Make sure every character is correct. Then select **Proceed**.
7. Enter your Albemarle County **User Name and Password** (the same one you use for computer login). This brings up the **Kronos Mobile Home Screen**.

8. To log off of Kronos, select the **3 dots** at bottom right, then select **Sign Out** from the pop-up menu.

**Note**: Kronos will not allow you to record a punch if your **location** is turned off. However, it does not track location except when a punch is logged.