

## *Step 1*

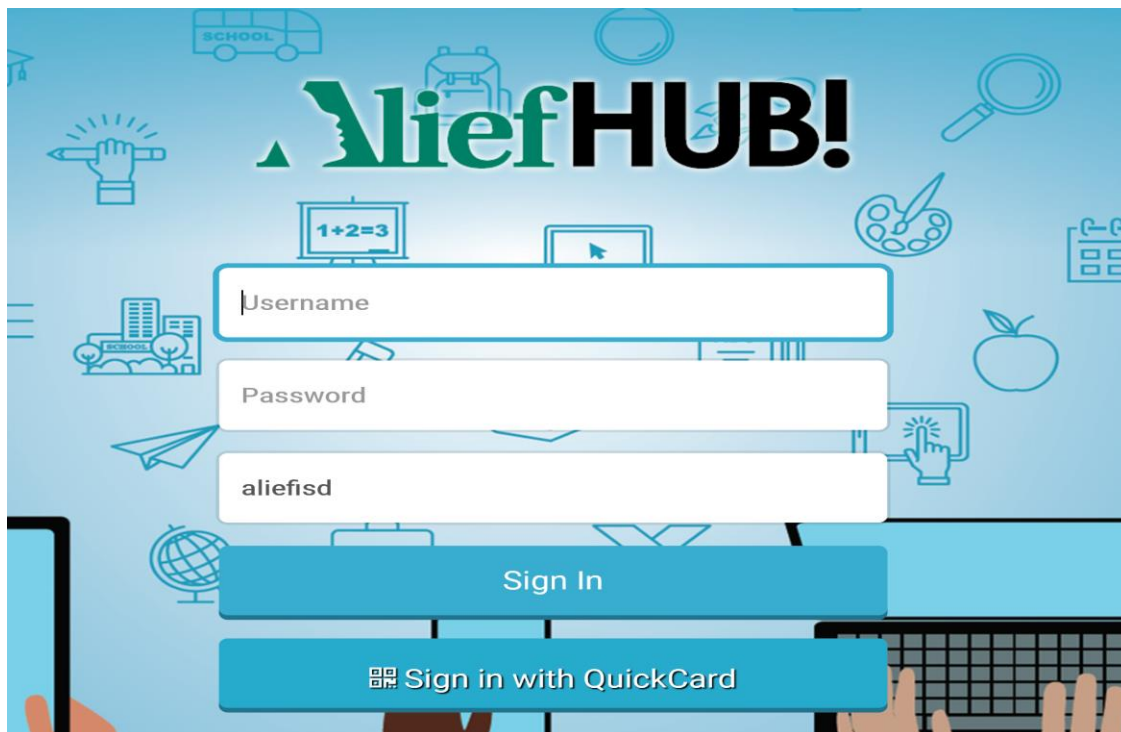
*To access district email and Time Clock Plus (TCP), you must log in through Alief HUB.*

*You will need your district issued username and the password you created.*

*If you forgot your username or password, you can call tech support at 281-498-8110 ext. 22530 for assistance.*

## *Step 2:*

*Access Alief HUB by clicking on the link: [ALIEF HUB](#) (Click on link). Once you arrive on this page, enter your username and password/temp password*



The image shows the Alief HUB! login interface. At the top, the text "Alief HUB!" is displayed in a large, bold, green font. Below the title, there are three input fields: "Username", "Password", and a field containing the text "aliefisd". Below these fields are two buttons: a blue "Sign In" button and a blue button with a QR code icon and the text "Sign in with QuickCard". The background is light blue with various educational icons such as a school bus, a hand holding a pencil, a magnifying glass, a calendar, a globe, and a hand pointing at a screen.

### **Step 3:**

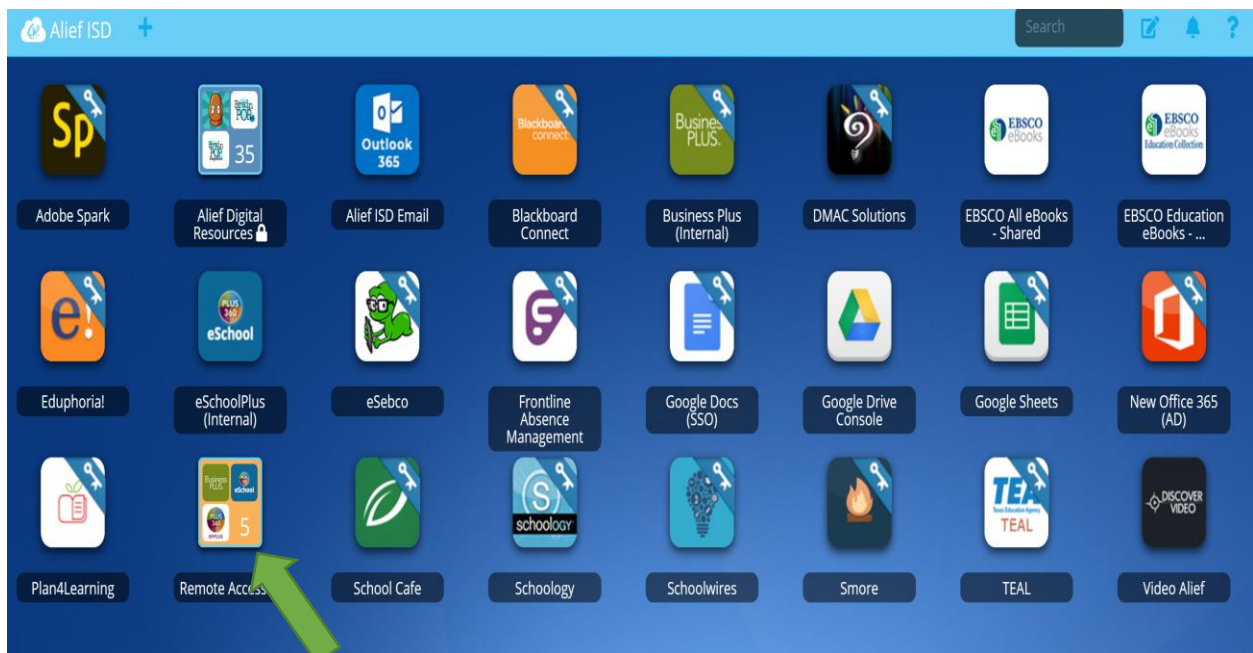
**Once you successfully log in, you should see the page below:**

#### **ACCESSING EMAIL:**

**Click on the link that shows Alief ISD Email**

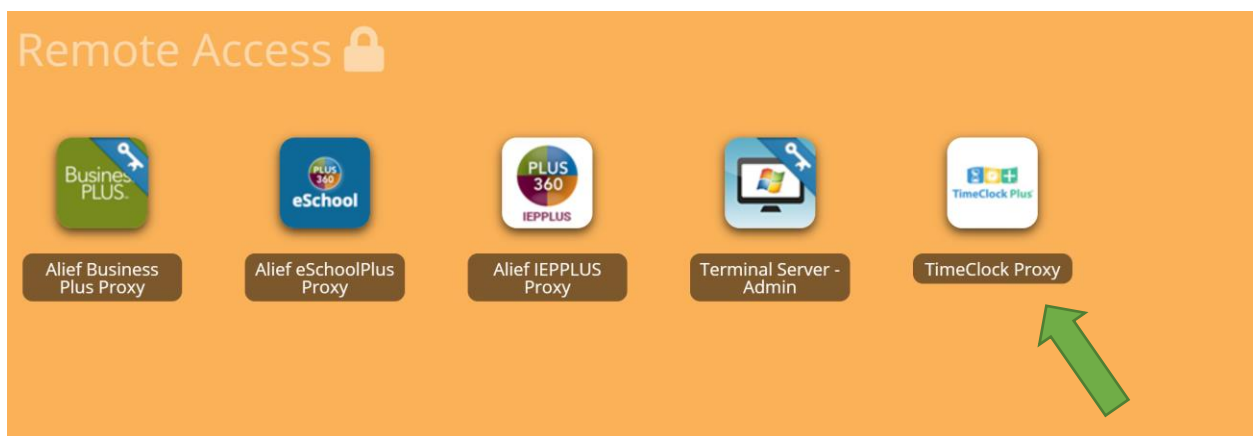
### **Accessing TCP**

**Next, click on the link that shows remote access (See arrow below).**





### **Step 4:**

**Click on Time Clock Proxy. This will direct you to the TCP portal**



**Step 5:**

**Once you access the TCP portal, click on the web clock icon (Green arrow). This will direct you to the TCP approval log in screen.**

Manager

Select Company Alief ISD 1


External ID

Password

Log On



**Step 6: Enter your ID number then click on LOG ON TO DASHBOARD**

10/1/2020  
07:15:30 PM

Select Company Alief ISD 1

ID Number

CLOCK IN

CLOCK OUT

LOG ON TO DASHBOARD

**Step 7: Enter your PIN number to access hours that need to be approved**

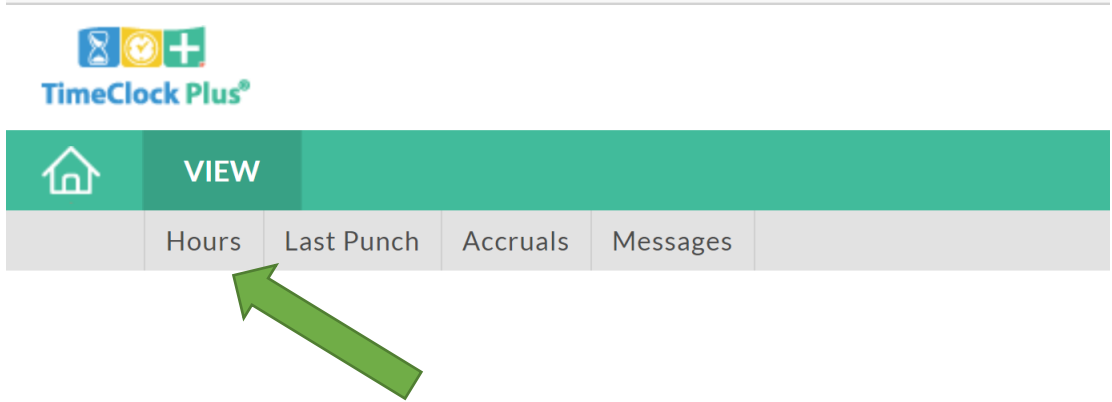
Select Company Alief ISD 1

PIN Entry

PIN

Cancel Log On

**Step 8: Click on View, then on hours**



**Step 9: View and approve hours by clicking on the box under "E"**

Navigate Period

< | >  
Prev Next  
09/19 - 09/25

Download

			Time In	Time Out	Hours	Shift Total	Day Total	Week Total	Job Code
	<input checked="" type="checkbox"/>		9/21/2020 09:00 AM	<< Time sheet >>	6:00	6:00			598 - BUS DRIVER
	<input checked="" type="checkbox"/>		9/21/2020 09:00 AM	<< Time sheet >>	2:45	2:45	8:45		8809 - Extras - Transportation
	<input checked="" type="checkbox"/>		9/23/2020 09:00 AM	<< Time sheet >>	7:00	7:00			598 - BUS DRIVER
	<input checked="" type="checkbox"/>		9/23/2020 09:00 AM	<< Time sheet >>	2:45	2:45	9:45		8809 - Extras - Transportation
	<input checked="" type="checkbox"/>		9/24/2020 09:00 AM	<< Time sheet >>	6:00	6:00			598 - BUS DRIVER
	<input checked="" type="checkbox"/>		9/24/2020 09:00 AM	<< Time sheet >>	2:30	2:30	8:30		8809 - Extras - Transportation
	<input checked="" type="checkbox"/>		9/25/2020 09:00 AM	<< Time sheet >>	6:00	6:00			598 - BUS DRIVER
	<input checked="" type="checkbox"/>		9/25/2020 09:00 AM	<< Time sheet >>	4:15	4:15	10:15	37:15	8809 - Extras - Transportation