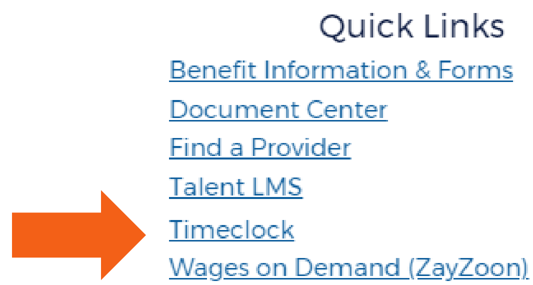
# Changing Your Password in Timeclock

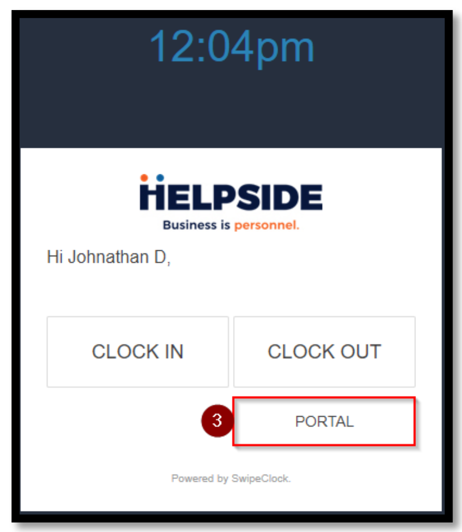
Employees can access the Timeclock through a single sign on option in Helpside Tools. This means you will not need a separate username and password for Timeclock.

Step 1: Login to Helpside Tools at tools.helpside.com

Step 2: Under **Quick Links**, click on **Timeclock**




Step 3: Click on **Portal.** (Accessing the Portal does not add a punch to your timecard. This is where you can view your punches.)



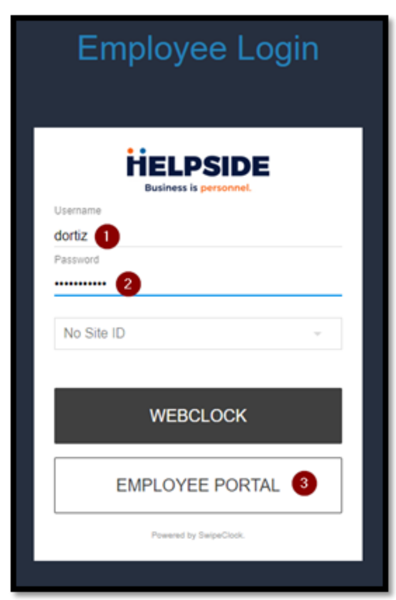

If you would rather access Timeclock directly, and need to change your password, follow the instructions below:

Go to: helpside.com/employee-timeclock

Step 1: Enter your username.

Step 2: Enter your password.

Step 3: Click on **Employee Portal.**



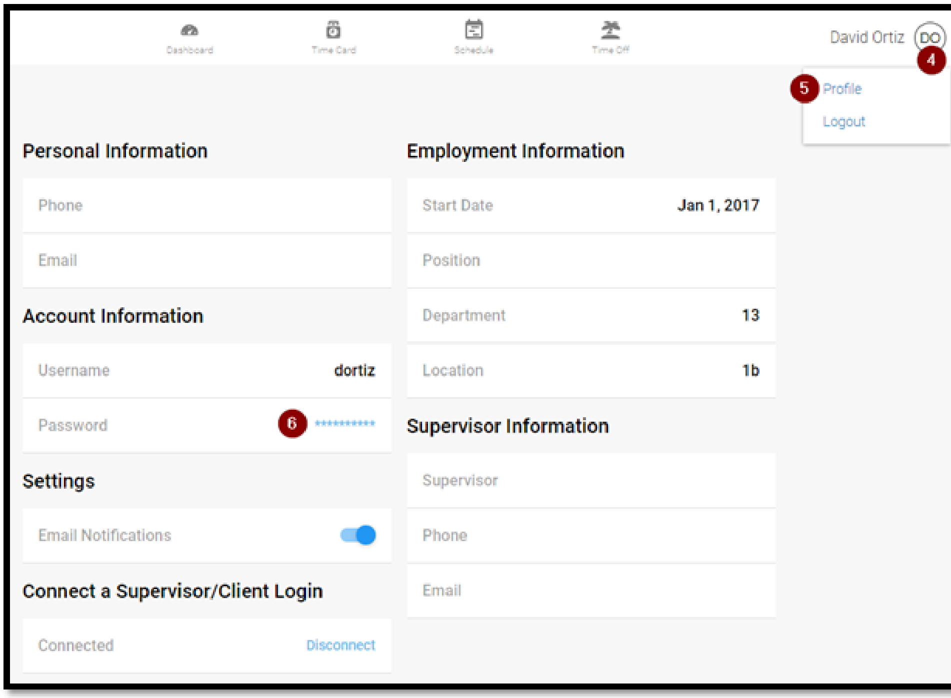
HELPSIDE

# Changing Your Password in Timeclock

Step 4: Click on your initials in the upper right-hand corner.

Step 5: Click on **Profile.**

Step 6: Click on your password.




Step 7: Type your current password.

Step 8: Type a new password.

Step 9: Re-type your new password.

Step 10: Click **Update Info.**