**eTime FIRST TIME LOGON INSTRUCTIONS**

1. **eTime works best in Chrome**

   [Image of eTime login page]

   - **CLICK HERE**

2. **Choose your university.**

   - **University**
   - **Millersville University**

   - **CLICK** CONTINUE

3. **Enter Your full email address, including @millersville.edu to logon with your MU credentials**

   - [Form field for email address]

4. **eTime will text you a security code each time you log in.**

   - To update your phone number, logon to Office365; profile; view account; security info.

5. **For additional password or phone number change assistance, contact the MU Help Desk 717-871-7777**

   - [Form field for password]

   - [Submit button]

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**Mobile eTime:** metime.passhe.edu

*(See Timekeeper for Details)*

**IMPORTANT!** Expect an email from the State System of Higher Education regarding required new employee training. It sometimes goes to your 'clutter'. Please complete as soon as possible.

Pay statements are available on the "Employee Self-Service" tab under "Payroll" then "Online Pay Statement". More Info. on Page 2...........