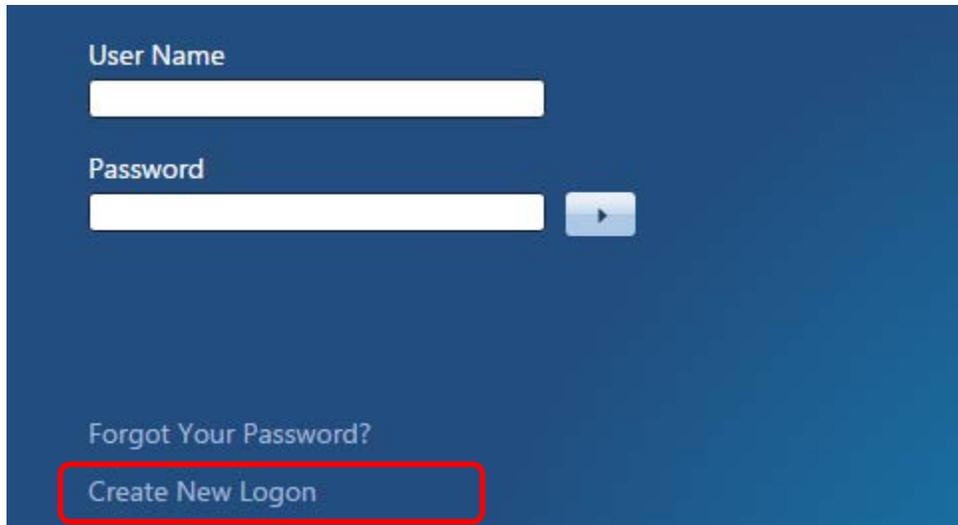


## CPT - Employee Kronos Self-Service Login Instructions

STEP 1: Navigate to: <http://myCPTHR.com> click Access Employee Self-Service and then click on 'Create New Logon'.



STEP 2: Enter your last name and your date of birth and click on the **Submit** button to proceed.

Welcome to the Self-Service Logon page. To set up your logon, please provide the following information.

Make sure that Date of Birth is entered in following format: 01-01-2015 or 01/01/2015



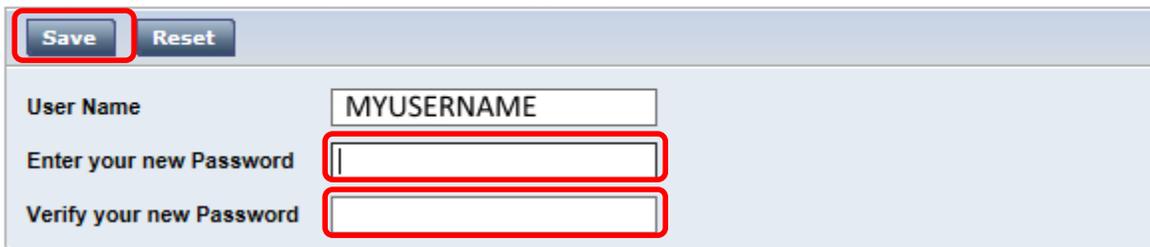
On the next page, you will choose your Password.

STEP 3: **Please make a note of your user name** and create your new password. Once you enter and re-enter your password click on 'Save' button and you will be directed back to logon page.

- The minimum length for a password is 8 characters
- Password cannot contain user name and spaces
- Password must contain at least 1 number, 1 uppercase letter and 1 lowercase letter
- Password can contain a Maximum of 3 consecutive identical characters
- Password can contain a Maximum of 3 sequential letters or numbers

### SELECT YOUR PASSWORD

Your password must meet the requirements defined by your system administrator.



STEP 4: Logon to KRONOS Self-Service with your user name and newly created password.

STEP 5: Upon initial logon you will be prompted to select 3 security questions and answers.

By completing this step you will be able to use "Forgot Your Password?" feature to recover from a forgotten password.

In the case you experience any issues performing above steps please email [helpdesk@thealdennetwork.com](mailto:helpdesk@thealdennetwork.com)