<u>-NOTE</u>: What you need to have with you to make this work: (1) your Windows Username and Password & (2) your Quicktime UserID and Password.

Step No.	Nomenclature	Screen Capture
1	Open your web browser and in the search field type in <i>apps.doi.gov</i> and then the <i>Enter</i> button.	<ul> <li>← → C û</li></ul>
2	Screen should refresh and show the following sign in screen.	<form></form>
3	Use the Sign in box titled Username and Password. Type in your username and password *Note: 1) Your username is not your IBC email address. 2) Password is your Windows password. Select the Connect	Username and password below         Step 1: Enter your username and password below         Step 2: Click "Connect"         username       shuler@bc.doi.gov         password

Step No.	Nomenclature	Screen Capture
4	Screen should refresh and provide the following screen	<ul> <li>If apparticity of the sequencing of the sequence of the sequence</li></ul>
5	Select the link titled <b>NBC T&amp;A</b>	Web Bookmarks           Image: NBC T&A           Time and attendance for the National Business Center.
6	Screen will refresh and	<ul> <li></li></ul>
	take you to	Application Login
	Quicktime Screen.	WARNING TO USERS OF THIS SYSTEM Last Update: 00/70719 THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR (DOI) INFORMATION SYSTEMS. This computer system, including all related equipment, networks, and network revives including internet access, ji, provided by the Department of the interior (DOI) in accordance with the agency policy for official use and internet products and similar personal use.
	Select the <i>I</i> <i>Agree</i> button at the bottom of the screen.	All agency computer systems may be monitored for all lawful purposes, including but not limited to, ansuring that use is authorized, for management of the system. To bacilitate protection against unsabindered access, and to very increasing access and the system increasing access, and to very increasing access, and the increasing access access, and the very increasing access access access, and the very increasing access acce
		These records may not be altered or destroyed except as authorized by 40 C.F.R. 2.227. DOI-85 Privacy Act Statement Please contact your bureau or office Privacy Act Statement Please contact your bureau or office Privacy Officer for guidance on disclosure restrictions. CRIMINAL PENALTIES FOR DISCLOSURE: The Privacy Act contains provision for statement previous not not not without grow grow grow without grow grow grow grow grow grow grow grow
7	Screen will	
	refresh and	Application Login
	take you to	
	the Quicktime Application	Employee ID: SOSSRS6
	Login screen.	Password:
	Type in your Employee ID and your Password.	Login         Cancel           Forgot Password? Click Here           For assistance, please contact the Quicktime Help Desk at 1-888-367-1622:
	Then select the <b>Login</b>	Password requests: select Main Menu Option #2 then Option #1. General questions: select Main Menu Option #3 then Option #3.
	button.	Or email: Quicktime_HelpDesk@ios.doi.gov
		Hours of Operation: Monday through Friday 6:00 am until 5:30 pm, MTN time.

Step	Nomenclature	Screen Capture
No.		
8	Once you	
	have	
	completed	
	your input	
	into	
	Quicktime,	
	exit out of	
	Quicktime.	
9	Exit out of the	
	Apps portal by	
	selecting the	
	door in the	
	top right-hand	
	corner of your	
	screen.	