The purpose of this document is to provide instructions on how to login and log out of CalTime.

**HOW TO LOG ON**

1. Using Internet Explorer, Google Chrome, Firefox, or Safari, go to the CalTime website [http://caltime.berkeley.edu/](http://caltime.berkeley.edu/).
2. Click on the **ACCESS** button on the main page.
3. Complete the Calnet authentication process by entering your Calnet ID and Passphrase.

**HOW TO LOG OFF**

You can log off by clicking **“Sign Out”** on the top left of the CalTime webpage.

Please Log Off properly when exiting CalTime and refrain from simply closing your webpage window.