

# CalTime: How to Login and Log out

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/>),
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 right of the CalTime webpage.

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

