

Go to our website <http://www.capcainc.org> and click on the link that says Employees on the right hand side menu.

If you are trying to see your personal information then click the log in link.

If you are trying to clock in or out click the fingerprint authentication link.

When the login link is clicked you will be prompted for a badge ID and password which will be provided by the technology department. This will then give you access to your personal information as well as requesting leave and with the supervisor editing timesheets.

When the fingerprint authentication link is clicked you will be prompted for a badge and charge ID. The badge ID is the only ID that will be required because once entered the charge ID will automatically input itself. At this point if you're using the fingerprint reader scan your fingerprint to clock in or to clock out. If using the system manually click the clock in/clock out button located below the charge id.