

# Kronos Upgrade

## How to access the new system

### How to log into Kronos 8.0:

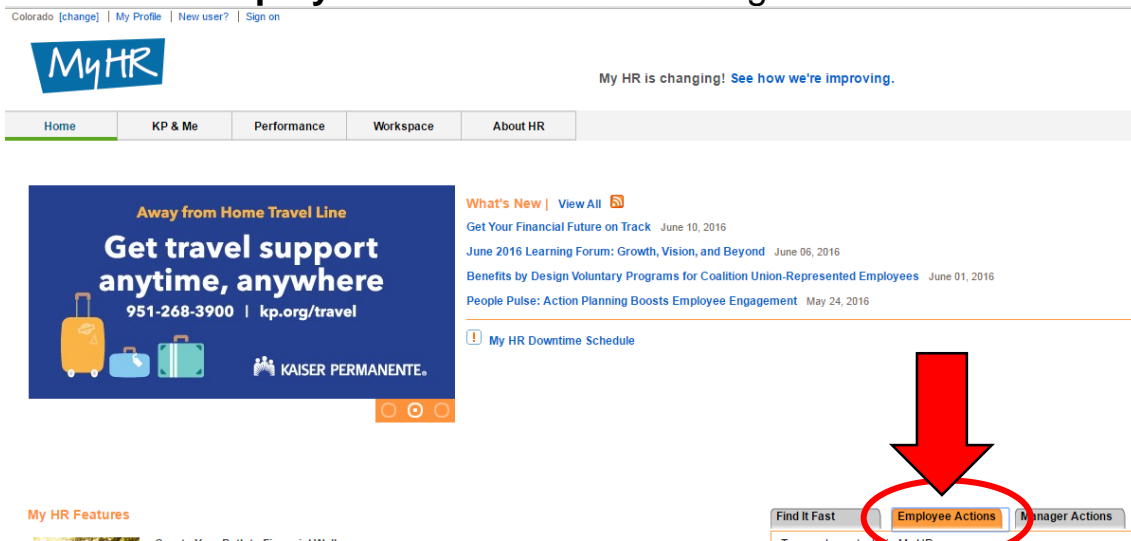
1. Open your web browser and go to **www.INSideKPCO.net**.



2. Click on **MyHR** on the top blue bar.



3. Click on the **“Employee Actions”** tab on the right side of the screen.



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## How to access the new system

### How to log into Kronos 8.0 (continued):

4. Click on “**Report my time (Kronos)**” to take you to the new Kronos page.



**REMEMBER:** To set your new password, you will need your NUID and your Employee ID number.

Sample Employee:

NUID: CO12345

EEID: 0049**8765**

UserID = CO12345 (Your NUID)

Password = Kronos**8765** (Kronos + last 4 digits of EEID)

To reset your password, you will be prompted for an “old password.” Be sure to use “Kronos” and then the last four numbers of your Employee ID number. That is the password you first used when you logged into the new Kronos system. Then make a new password which requires **8 characters including at least one capital and one number.**

If you continue to experience issues, please email the Kronos mailbox at [CO-Kronos-8.0@kp.org](mailto:CO-Kronos-8.0@kp.org).