

MORAVIAN UNIVERSITY

HOW TO BOOKMARK A FAVORITE

1. Go to: <https://selfservice.ascentis.com/MoravianCollege>
2. Type in Net ID username and password (This is the username and password you use to log into the computer. Your network ID is either your 'me' account or your last name first initial)

ascendis™

Company
Moravian University

User ID
mascotm
Forgot user ID?

Password

Forgot password?

Login First time user? Sign up here.

By clicking login you agree to our [Privacy Policy](#) and [Terms of Use](#)

Online services are for authorized users only. Unauthorized users are prohibited. Usage will be monitored. Copyright © Ascentis Corporation. All rights reserved.

3. Click on “Login”

ascendis™

Company
Moravian University

User ID
mascotm
Forgot user ID?

Password

Forgot password?

Login First time user? Sign up here.

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4. Click “Timekeeper”

Should you require assistance using these instructions or employee self-service in general, please contact HR@moravian.edu or call 610-861-1527.

MORAVIAN UNIVERSITY

5. Click on the arrow next to the item you would like to bookmark

Timekeeper Employee

Wed Jun 6, 2018 03:19:41 PM
BENIGNA, HENRIETTA (520966)

Clock Wed, June 6, 2018, Eastern Time

03 : 19 : 40 PM

Last Clock In --:--
Last Clock Out --:--

Pay Code In Out Reg OT-1 - OT-2

Leave Management >

Send Reminder Request Leave

Pay Code	Last Post Date	Post Type	Accrued/Used	Available
-	-	-	0.00	0.00
-	-	-	0.00	0.00

Request Status :

Date	Paycode	Days	Status
-	-	-	-
-	-	-	-

6. Click the picture icon on the tab and this will bookmark to your favorites. This bookmark will now appear every time you login.

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Timekeeper
Employee

Wed Jun 6, 2018 03:21:02 PM
BENIGNA, HENRIETTA (520986)

Requests

requests

Save Undo Reset Filter Add Request

May 2018 Oct 2018

0 All Requested	0 Pending	0 Approved	0 Declined
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Schedule Templates

Personal[0.00 Hours] Vacation[0.00 Hours]

Status: All

May 2018							June 2018							July 2018							
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	
			1	2	3	4							1			1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				
							30														

August 2018							September 2018							October 2018						
S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F
				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12

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