



Cook County Time: Support

How to sign into the CCT Dashboard when away from work

USERS: Employees, Supervisors, Managers, Timekeepers

(v.1.0) 8.2.16

PURPOSE: Employees should use this guide to assist them in logging into the CCT Dashboard when away from work or out of the County network.

The CCT Dashboard is configured so that when you are at work, you are automatically logged into your Dashboard. When you access the Dashboard from away from work (like from home or on your mobile device), you will need to log in to the Dashboard site. Different agencies will require different formats for their users – this guide will help you use the correct login format.

NOTE: CCT Administrators (such as Payroll Certifiers use a different process to access the CCT environment and should not use this guide when logging in.

Step 1: Link to the CCT Dashboard Login

Visit <http://time.cookcountyil.gov> on your Internet browser.

Here you will find a Cook County Time Resources page that includes useful links and guides for using the CCT system. You will see a link to **Dashboard Login** under the **Regular Staff...** section of the page.

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Cook County Time

Resources

The files and links below are here to assist employees with the Cook County Time (CCT) system.

Regular Staff, Timekeepers, and Managers/Supervisors

- DASHBOARD LOGIN** Use this link to log into the CCT Dashboard to check time, request time off, and other time related tasks. *(For: Offices Under the President, Forest Preserve, Treasurer, Office of the Chief Judge, CCHHS, Board of Review, County Clerk, State's Attorney, Recorder of Deeds, Sheriff)*

Figure 1 Cook County Time Resource Page

Click the **Dashboard Login** link.

Step 2: Access the Login Screen

Next, you will see a login screen that looks like this:

Select the **Cook County Login** option.

Note: *The Clerk of Circuit Court and Sheriff Department Login options here are for In-Network use only and are not for use from home or other out-of-network access.*

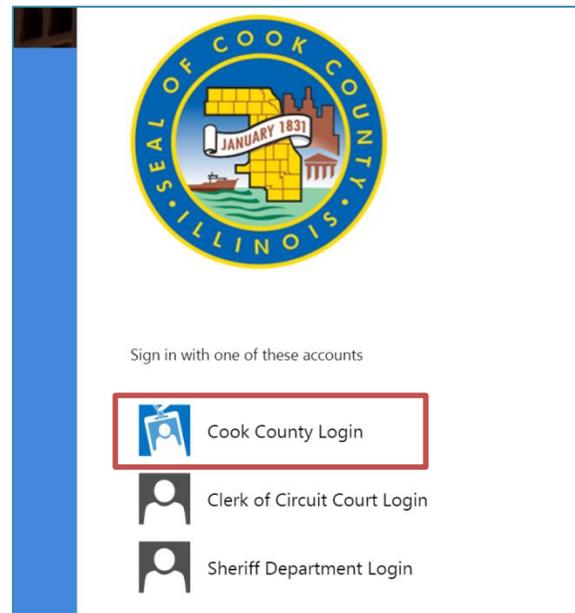


Figure 2 Login Selection Page

Step 3: Logging In

You will next see the Sign In screen, with fields **domain/username** and **Password**.

Here you need to make sure to use the correct Login Format for the Agency you belong to.

Use the chart below to find your Agency and refer to the User Login Format for your Agency to enter your correct domain and user name.

Note: Each Agency has different formats for Network ID or User Names, but this is typically the name you use for computer login at work.

Example: *User Jane Smith from the County Clerk has a user ID/network login at work of **jane.smith**. Using the table below, we see that she needs to include*

CKCLERK with her login name. So for the domain\username field of the CCT login, she would enter **CKCLERK\jane.smith**, and then enter her network password in the Password field.

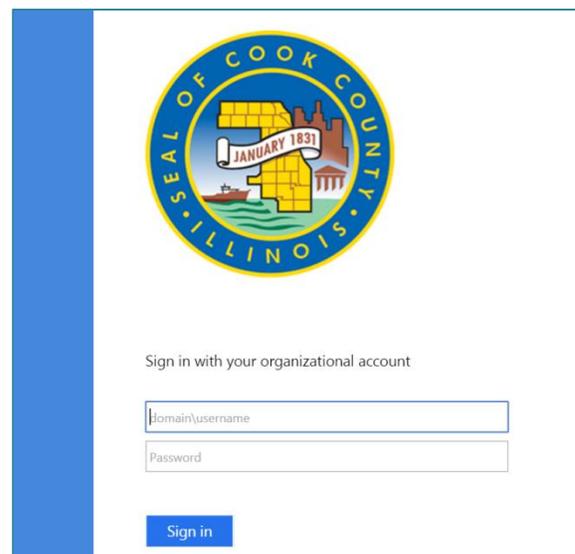


Figure 3 Sign In Screen

CCT Agency Login Formats

Agency	User Login Format	Notes
Offices Under the President, Forest Preserves, Highway, Board of Review	Email Address	
Sheriff	Contact Sheriff IT Staff	
County Clerk	Contact County Clerk IT Staff	
Hospital Systems (CCHHS)	Contact CCHHS IT Staff	
Office of the Chief Judge	Contact OCJ IT Staff	
Clerk of the Circuit Court	----	Outside Access to CCT Currently Not Available
Recorder of Deeds	Contact ROD IT Staff	
State's Attorney	Contact State's Attorney IT Staff	
Treasurer	Contact Treasurer IT Staff	

A successful login will take you to your CCT Dashboard.

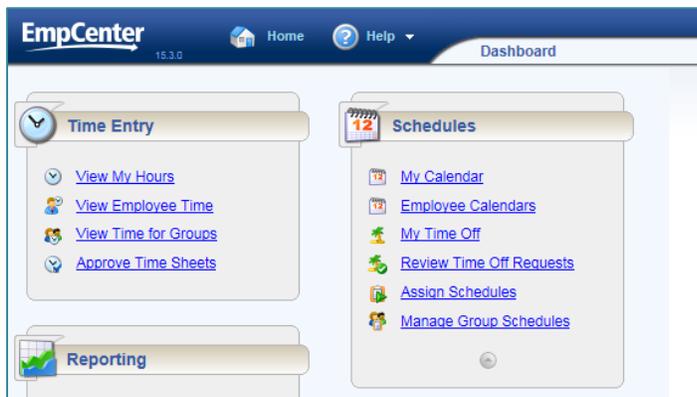


Figure 4 Sample Dashboard View

If you are unable to log in to the CCG Dashboard when out of network, please contact the BOT Service Desk (service.desk@cookcountyil.gov) to create a support ticket. They will respond to your issue during normal business hours.

You can use the Dashboard away from work, the same way you do at work, to do tasks such as request time off, check available time off, review your calendar, schedule, etc.

Please refer to your CCT training for additional details on how to use the CCT Dashboard.