



CONCORD  
UNIVERSITY

# Time2Track

## Step-by-Step Guide

### STEP 1: Creating Your Time2Track Account

1. Go to [time2track.com](http://time2track.com)
2. Click on Sign Up in the right-hand corner
3. The Create an Account form will appear
4. Fill in the form - make sure you use your CU email address
5. For "Is your academic program requiring you to use Time2Track?" click Yes
6. Enter the Authorization Key received from the Bookstore
7. Click Continue - your account is now created!

### STEP 2: Logging Your Activities

Once logged in, you should be on the Activities page.

1. Verify your Level is correct; if not, select and change it (BSW or MSW)
2. Start filling out the form
3. Placement Location - if not listed in the drop-down, click Add a Placement (search for your agency/placement site)
4. Supervisor - select the correct one for your agency
5. Treatment Setting - select the best option for that agency
6. Activity Type - select the best fitting option
7. Client - NEVER put a client name in
8. Hours - enter the hours you worked that day
9. Tags - leave this blank
10. Click +Notes and describe what you did that day

## STEP 3: Submitting Your Hours for Approval

1. Click on Approvals (in the green band at the top of the website)
2. Click the orange button that says Submit Hours for Approval
3. Select all entries you want to submit for approval
4. Click the orange Submit Selected Activities for Approval button
5. This will send an email to your supervisor for them to approve

## STEP 4: Uploading Files

1. Go to the Files tab
2. Upload your proof of insurance so the Practicum Director can verify

## STEP 5: Forms Tab (Later in the Semester)

1. Go to the Forms tab
2. Click on Placement Forms to see the list of forms
3. Click the orange Send Form button
4. The form will be sent to your supervisor to complete
5. Once completed, it will return to you to sign off on
6. Reminders will be sent to complete the form as well

**Questions? Contact your Practicum Director.**