

(Please print this page as a quick reference)

## TIME ENTRY INSTRUCTIONS For New Employees

1. Go to Coppin website ([www.coppin.edu](http://www.coppin.edu))
2. Click "EAGLELINKS" on the right hand side of Coppin website
3. Scroll down the EAGLELINKS web page to "EAGLELINKS Sign In" button and click
4. Type your first initial and last name (ex: mjohnson) as the UserID
5. Enter generic password (ex: password1) and click "Sign In" button
6. Click "CSU Employee Timekeeping" on the left hand side under "EAGLELINKS menu"
7. Click Time Reporting
8. Click Search (Time Entry page/timesheet will appear)
9. Enter time\* for each day worked
  - \*Regular and contractual employees (except adjuncts) and students will add hours for each day worked (time started, lunch break, and time ended)  
- You must click the "add" button to add a row for each day worked
  - \*Regular Exempt employees will click the "Apply Schedule" button. Fields will populate with days worked. You will need to make adjustments if you did not work every day.
10. Save
11. Go back to EAGLELINKS portal, click Personal Portfolio and add an emergency contact name and telephone number.
12. Change your password: On the EAGLELINKS Menu, scroll down to "Change my Password." You may use the same password that you use when you log on to your computer (your network account password).

Please contact Linda Harvey (x3670) if you have any problems or questions.