Brightwheel Solutions

How to use the Brightwheel app

CLOCK IN AND OUT EASILY

Follow these simple steps to **efficiently clock in and out** using the Brightwheel app. Ensure you're correctly recording your hours while maintaining compliance with our policies for shift and lunch breaks. See the Employee Handbook for further information regarding employment categories and policies regarding clock hours.

Clocking in and out using the Brightwheel app:

- You are required to clock in and out for your shift and lunch, you are not required to clock in and out for your 10-minute breaks.
- Open the app: Launch the Brightwheel app on your mobile device. Navigate to Time: Tap the menu icon ($\equiv$) in the top left corner and select "Time" or "Time Tracking". Check in/out: Tap "Check In" or "Check Out".
- Code entry: If using a code, enter the provided code. If you do not know your code, see the school's director.
- Confirm: Review and confirm the check-in or check-out.