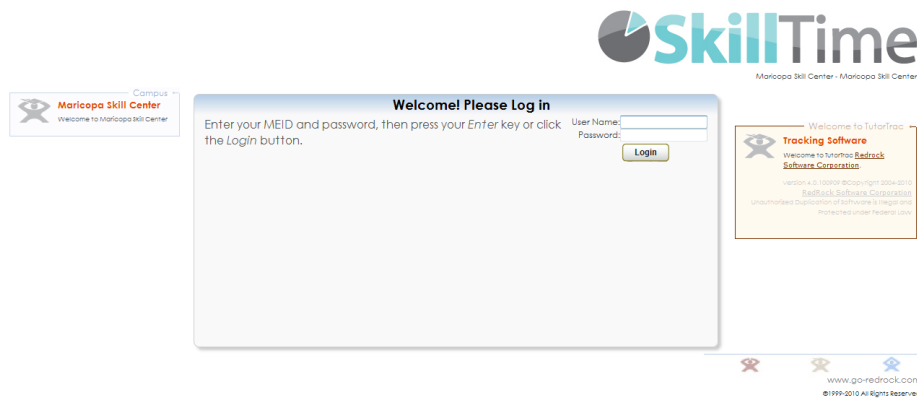
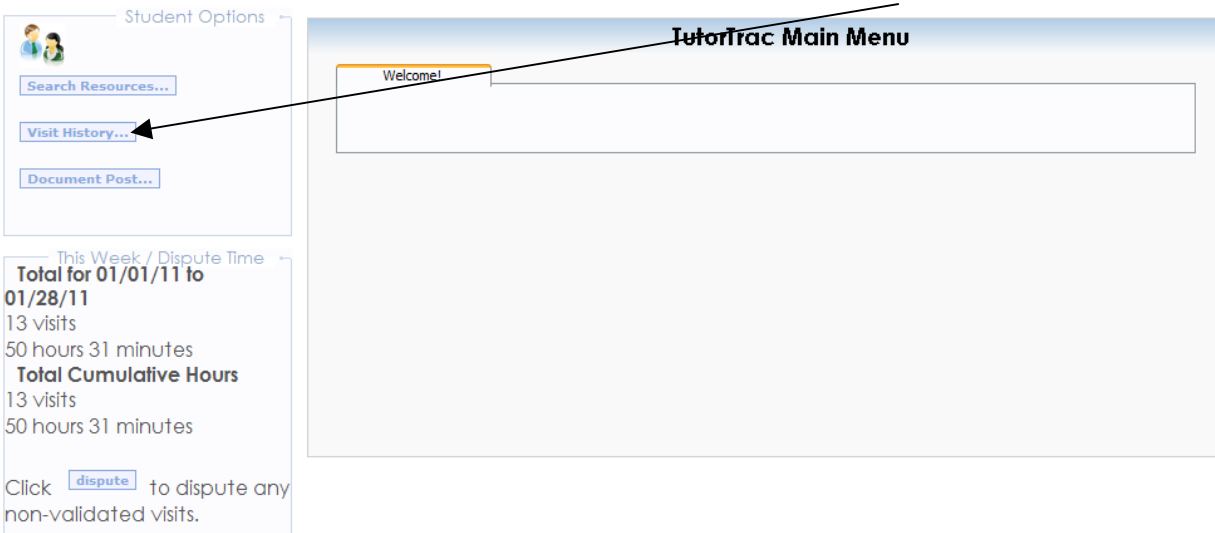




To access your Skill Time attendance system, open the web browser Mozilla FireFox. This system works better in Mozilla FireFox, but can be use in Internet Explore. Then type the address <http://skilltime.maricopaskillcenter.com/>. The screen that appears is the login to Skill Time. Enter your MEID as the User Name and Password and click the 'LOGIN' button.



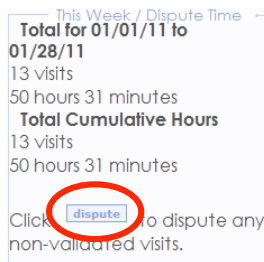
The example below is what you see after you login to the system
To see your attendance click on the Visit History button under the Student Options box.



This is the screen you will see.



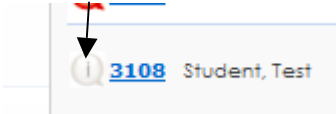
You will see your attendance for everytime you have clocked in and out. It will also show you the courses you have clocked in under. **Please make sure your times are correct.** If you find something wrong with your times you can preform a dispute. To do this close out of the Visits Listing box and click on the dispute button under the Student Options box.



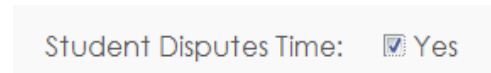
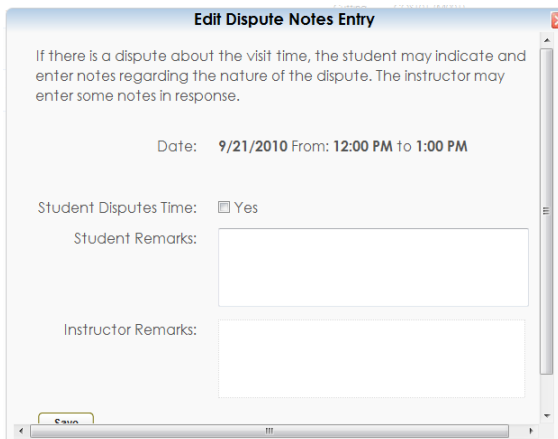
Once you click on the dispute button, a new screen will appear.



Find the day in the list that you need to dispute. Then click on the Information balloon.



This screen will appear. To dispute this date and time just click on the Student Disputes Time check box.



Then in the Student Remarks box state why you need changes made to your time. Click the Save button at the bottom of this box to save it. This information will be accessible to your instructor. Your instructor will make the changes and you should see the time has been changed next time you log in.

This screen shot shows you, your time in Month to day and your total cumulative hours from Oct 2010. For any hours prior to Oct 2010 you need to see your instructor.

[This Week / Dispute Time](#)

Total for 01/01/11 to 01/28/11
13 visits
50 hours 31 minutes

Total Cumulative Hours
13 visits
50 hours 31 minutes

Click [dispute](#) to dispute any non-validated visits.