

Setting-up your NOVAtime login

NOVAtime is a web-based service which is accessible from a personal computer using any modern web browser.

If you are having trouble accessing the site, please check that your browser software is up-to-date.

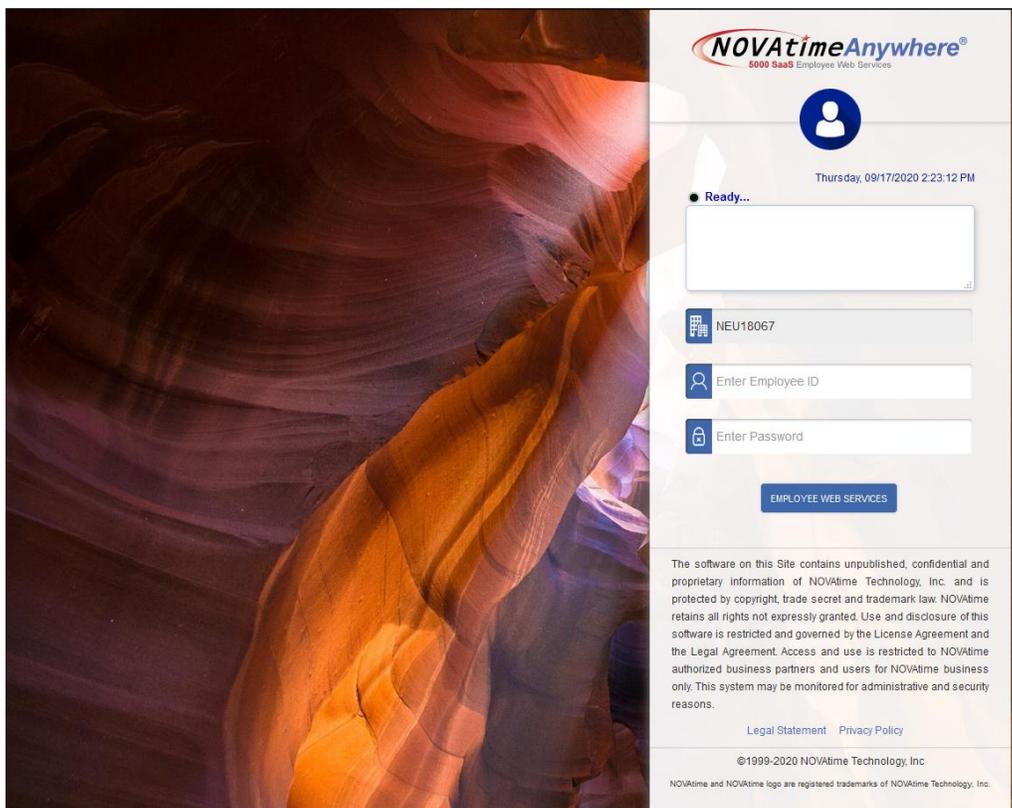
You can access NOVAtime by going to –

<https://online4.timeanywhere.com/novatime/ewskiosk.aspx?CID=1340a2f0-08b9-4a04-9b4a-e31e53d3a8f5>

Either method will take you to the NOVAtime login page which you will ultimately use to review and submit your timesheet, and to make requests of your supervisor that relate to your timesheet and your schedule.

If you have trouble getting your login created, please send an email to NOVAtimeSupport@mhcc.edu and one of the team will assist you.

The NOVAtime Login Page



Please note that the scenic picture is regularly changed so your view might not be exactly like the one presented above.

Before we proceed with setting up your password, let's review the features of the login page.

1. Employee ID field – this is your MHCC ID number.
2. Password field – you'll create your password for the system using the instructions below. NOVAtime will require your ID and password to access the system.
3. EMPLOYEE WEB SERVICES – takes you to the employee dashboard which will be covered in detail.

Before you can use NOVAtime, you will need to create your password which you will do by entering your MHCC ID number as your Employee ID and then any single character in the password field (the letter 'a' works nicely). Once you have successfully created your password, you will use it to log in. Enter your ID number and your password in the fields shown, press the 'Enter' key on your device or click the 'Employee Web Service' button with your mouse to open the employee dashboard. If you are able to log in, you are ready for the training session.