

Using Kaba when remote

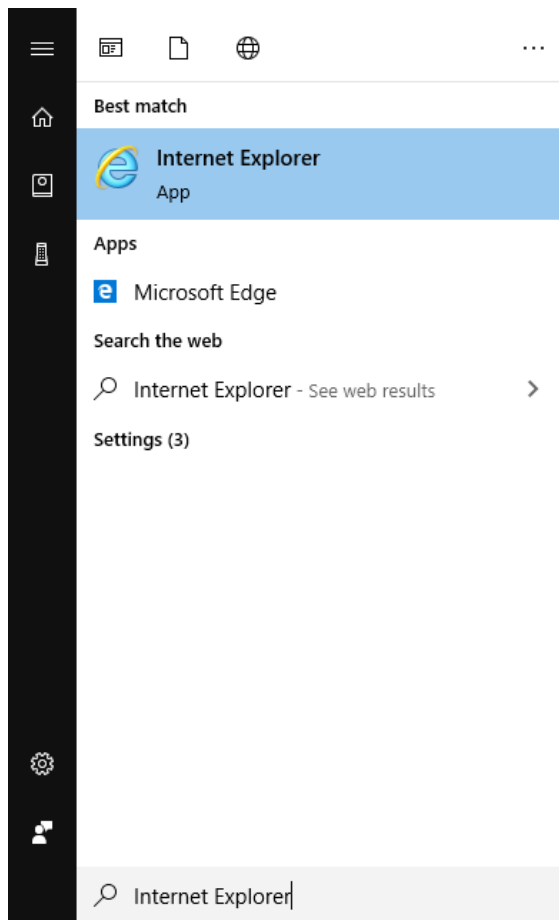
The MOA Employee Portal provides access to Kaba Web Clock from almost anywhere.

Requirements (READ FIRST)

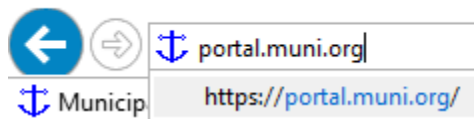
- The Kaba Web Clock is not available to all employees and is not a replacement for other timekeeping systems such as TeleStaff or TeleDriver. If you do not already use the Kaba Web Clock or a Kaba Wall Clock to clock in, you will not be able to use Kaba Web Clock from the MOA Employee Portal.
- You must have an active MOA employee login.
- Kaba Web Clock will only function on a PC with Windows installed.
- Kaba Web Clock only supports Internet Explorer 11. **Other web browsers such as Chrome, Firefox, and Edge will not function with Kaba.**
- Java **1.8** must be installed and **up to date**. If you have multiple versions of Java installed, one must be of a version beginning with 1.8 or Kaba *will not function*. See *Java Setup* below for directions on verifying and updating your Java version.

Steps

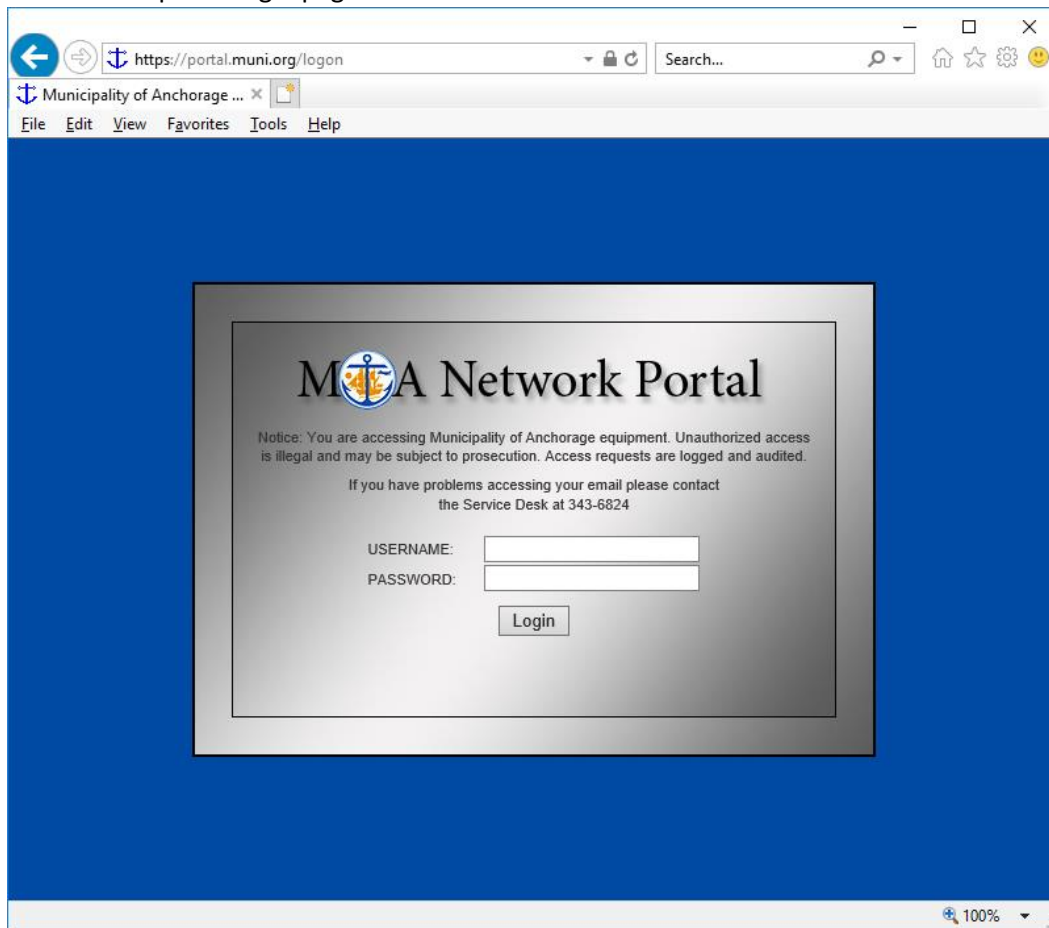
1. From a Windows computer, open the Windows menu in the bottom-left corner of your screen, then find and start Internet Explorer.



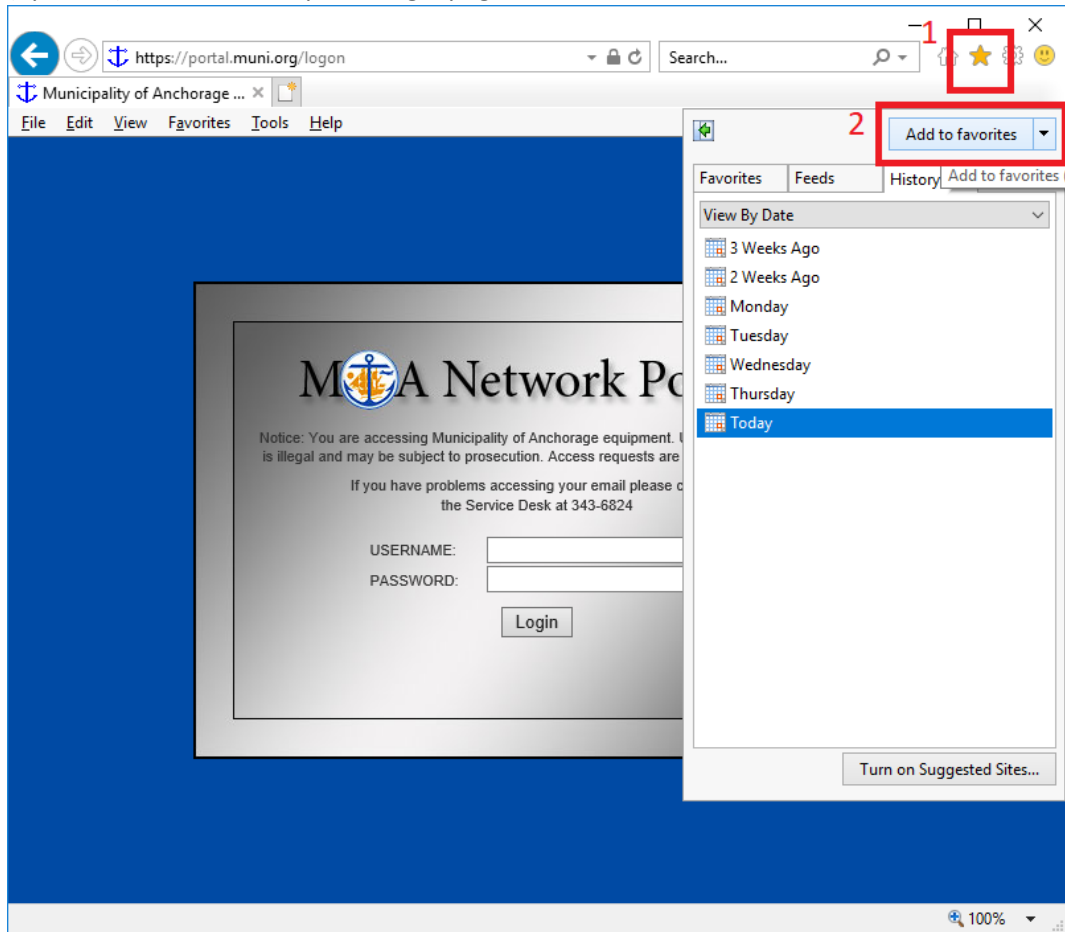
2. In Internet Explorer, enter *portal.muni.org* into the address bar, then press the *enter* or *return* key on your keyboard.



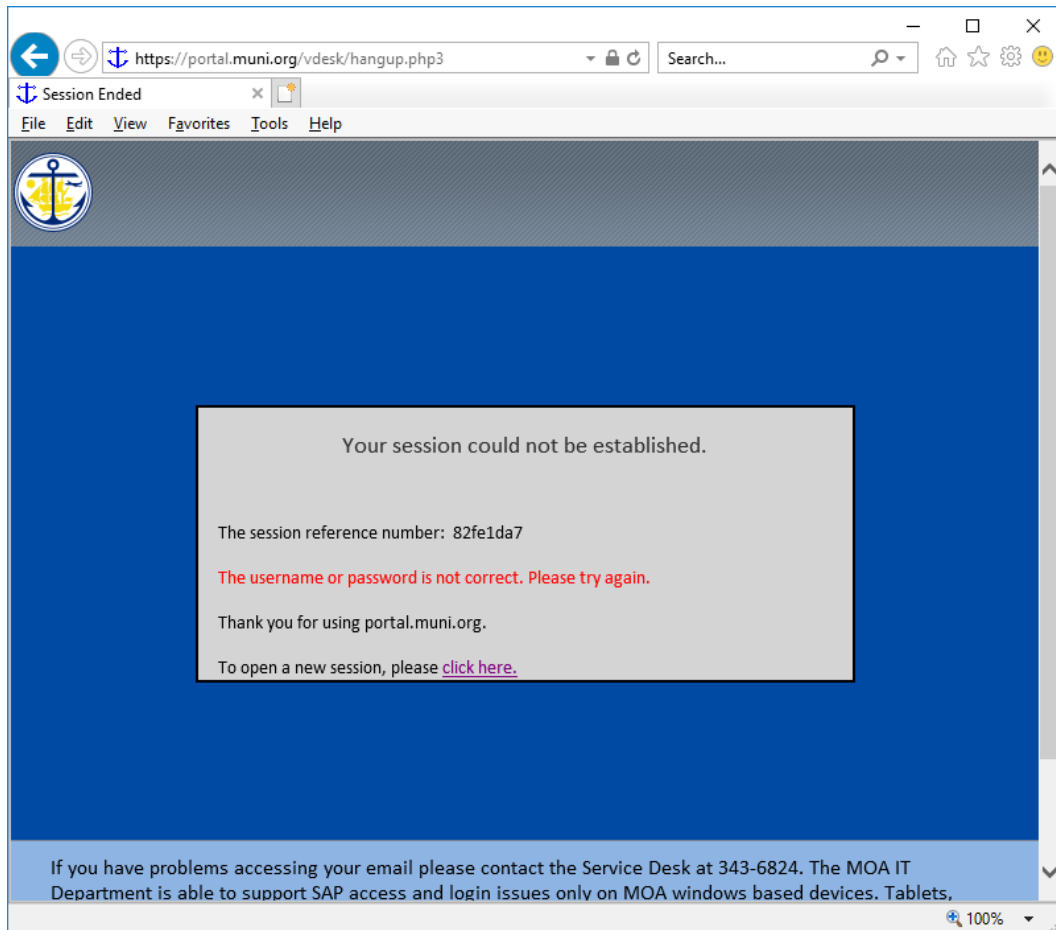
- Wait for the portal login page to load.



4. (optional) Bookmark the portal login page.

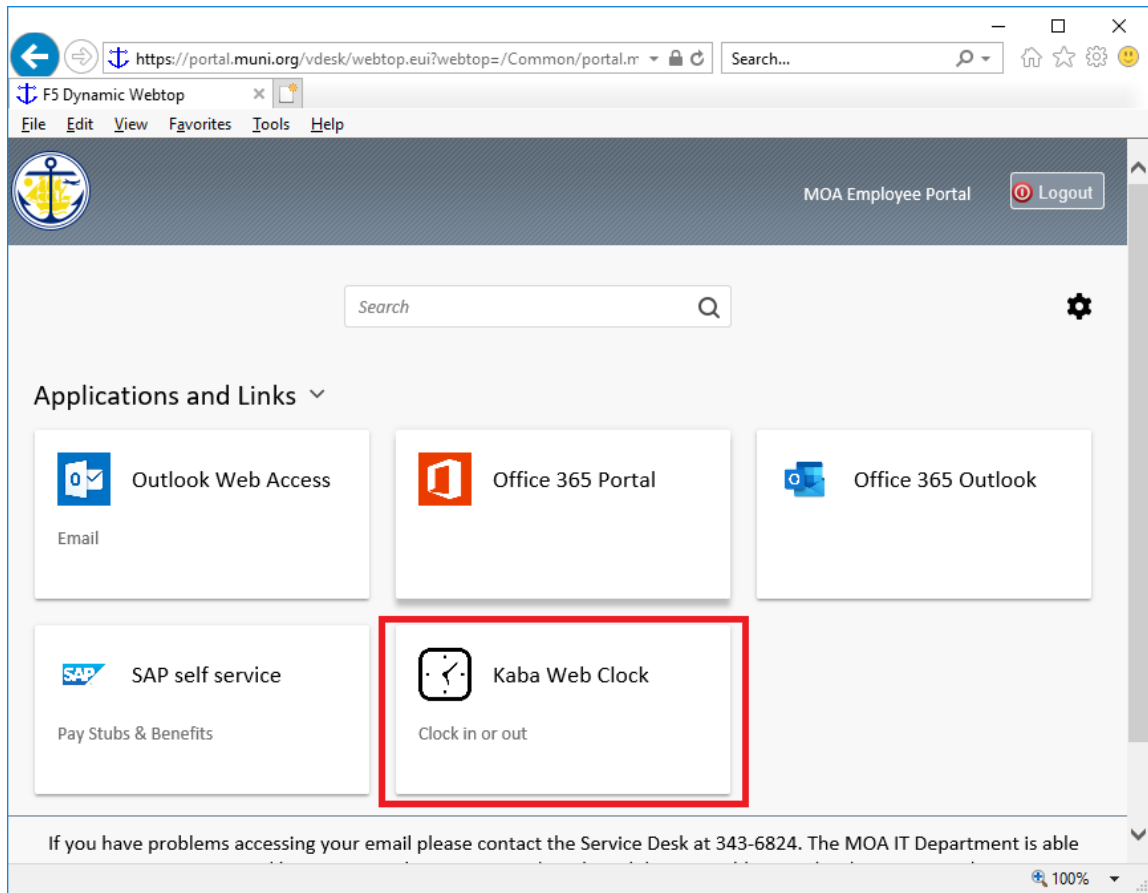


5. Enter your MOA username and password into the boxes provided, then press the Login button. You must use the same username and password that you use to login to your MOA computer or email.
6. If you receive an error similar to the one below, click the 'click here' button to return to the login page and try again:

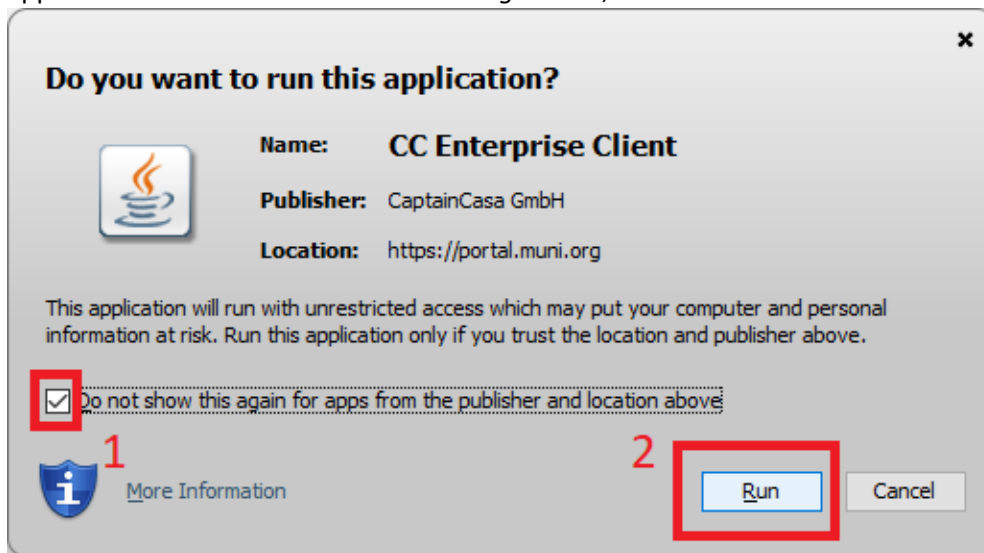


If you still see the error page after 3 attempts, please call the IT Service Desk at 907-343-6824 for assistance

7. Once you are successfully logged in, you should be greeted by several options. Click on the *Kaba Web Clock* link as outlined in red below:



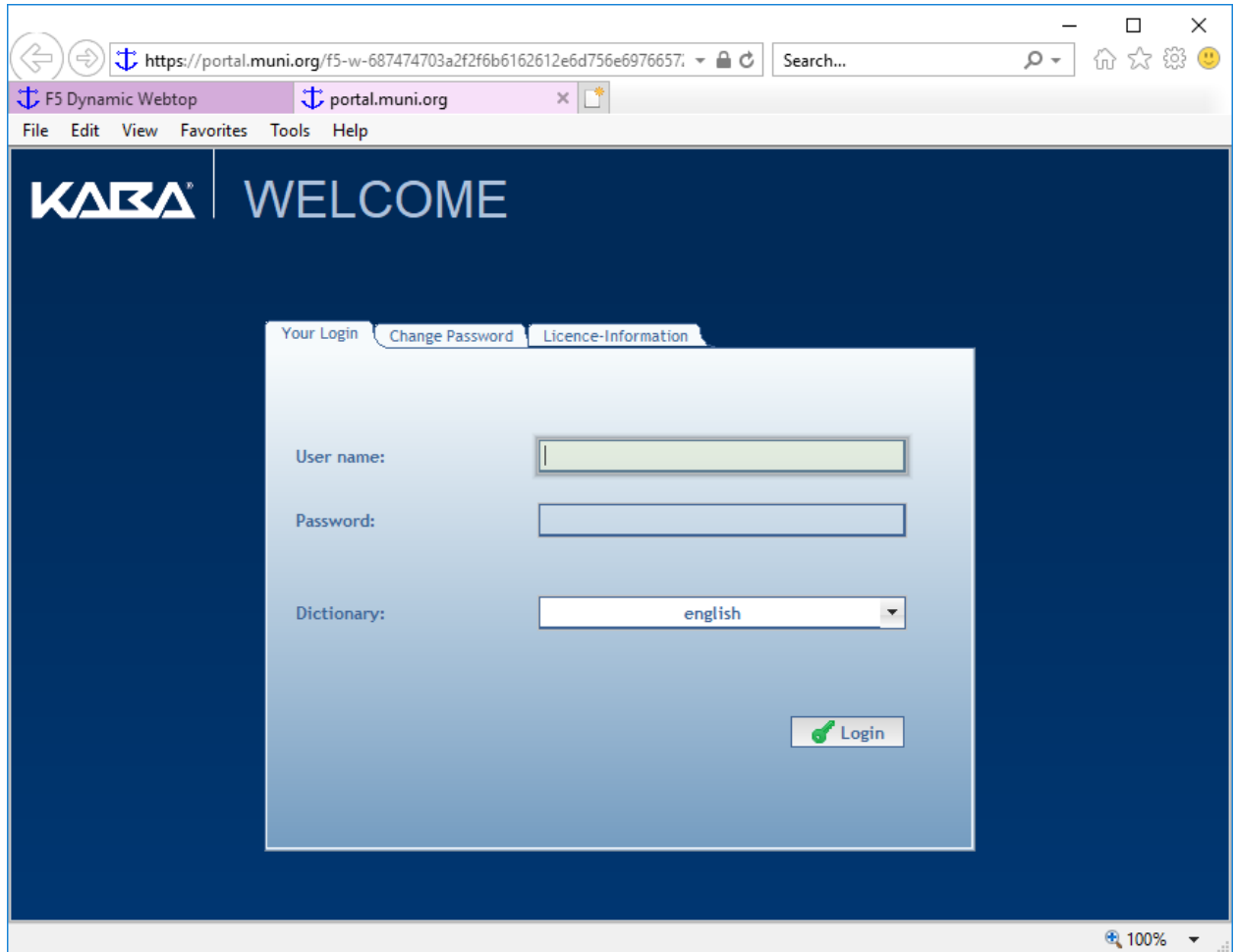
8. Kaba Web Clock will open in a new window. A progress bar will indicate that the Kaba application is loading. It may take over a minute to load, be patient.
9. Several seconds later, a smaller window will request permission to run the CC Enterprise Client application. Check the *Do not show this again* box, then click *Run*.



If you forget to check the *Do not show this again* box, you may see a second similar message –

you must also accept the second message to continue.

10. Following a second *Loading* page this also may take a while, you will briefly see a *Login* page:

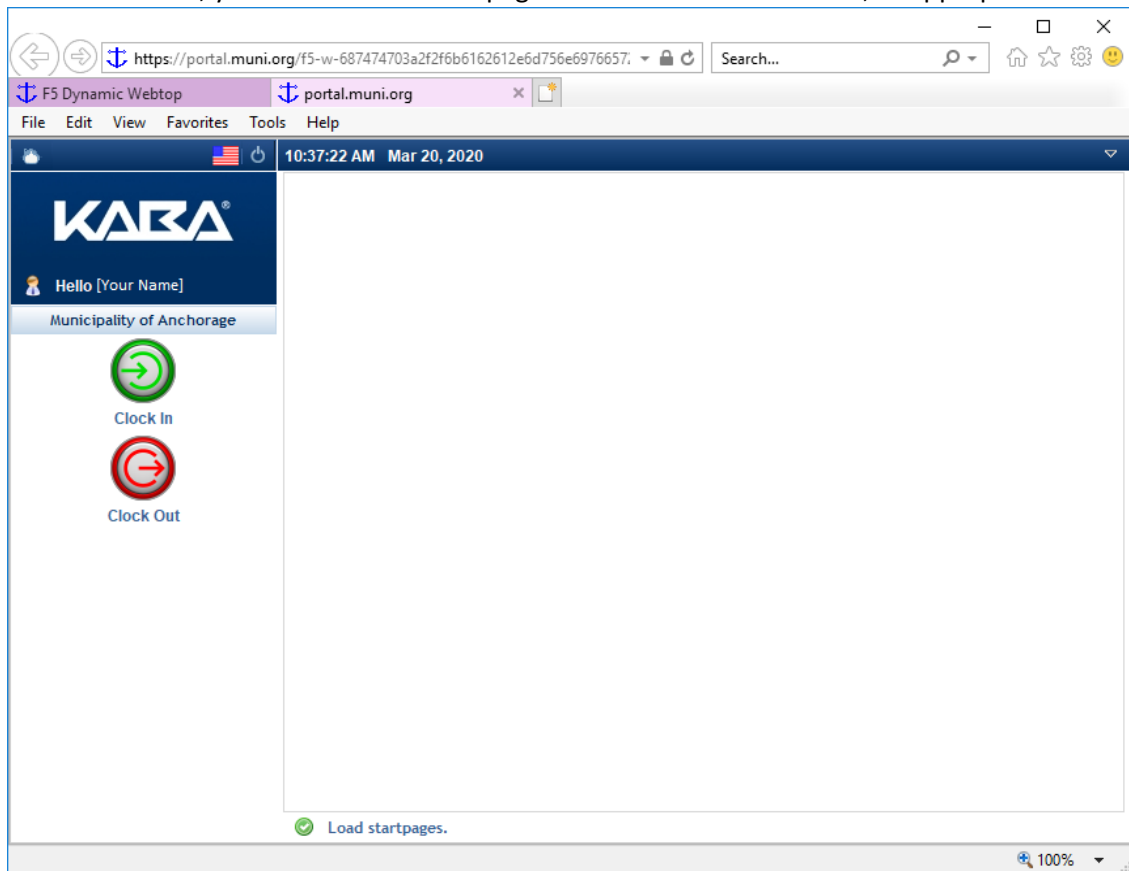


The screenshot shows a web browser window with the address bar displaying <https://portal.muni.org/f5-w-687474703a2f2f6b6162612e6d756e6976657/>. The browser's address bar also shows a search bar and navigation icons. The page title is "F5 Dynamic Webtop" and the URL is "portal.muni.org". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area has a dark blue background with the "KABA" logo and the word "WELCOME" in white. Below this, there is a light blue login form with three tabs: "Your Login", "Change Password", and "Licence-Information". The "Your Login" tab is selected. The form contains three input fields: "User name:" (a text box), "Password:" (a text box), and "Dictionary:" (a dropdown menu showing "english"). A green "Login" button is located at the bottom right of the form. The browser's status bar at the bottom shows "100%" zoom.

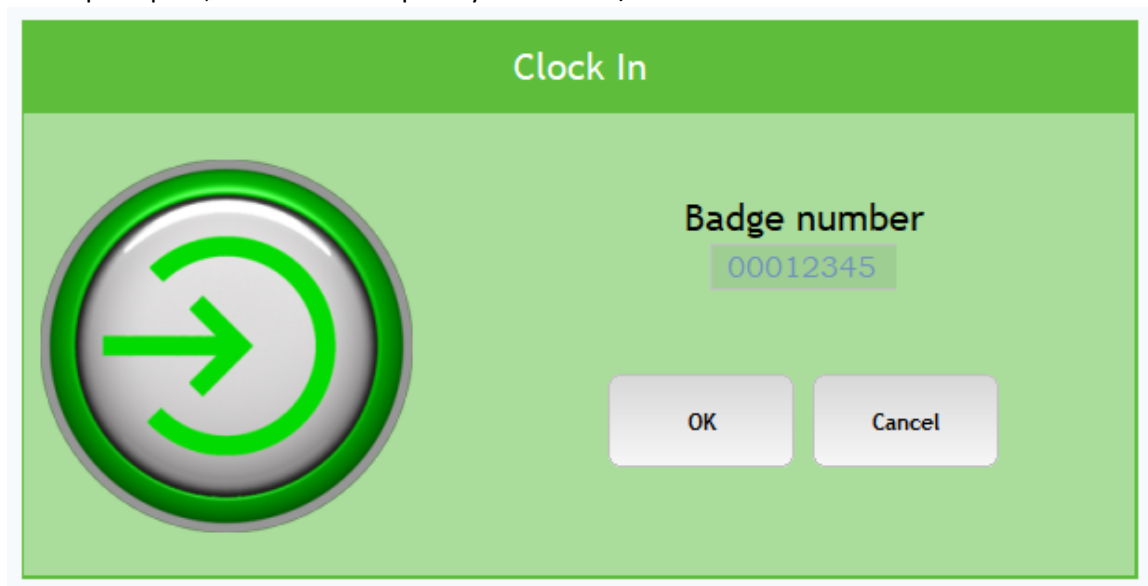
Do not enter your information or click any buttons on this Login page. After several seconds you will automatically be redirected to the Kaba Web Clock application.

11. If the Login page does not automatically redirect you after two minutes, there may be a problem with your account. Attempting to enter your information manually will not help if you are not redirected. Please call the IT Service Desk at 907-343-6824 for assistance.

12. Once redirected, you will see the below page. Click *Clock In* or *Clock Out*, as appropriate.

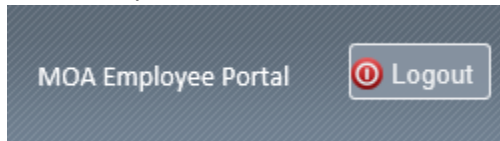


13. When prompted, click *OK* to complete your clock in/out



14. Once you have clocked in or out, you may close the Kaba window. If you no longer need the Employee Portal, click the *Logout* button in the top-right corner of the first window to securely

terminate your session.



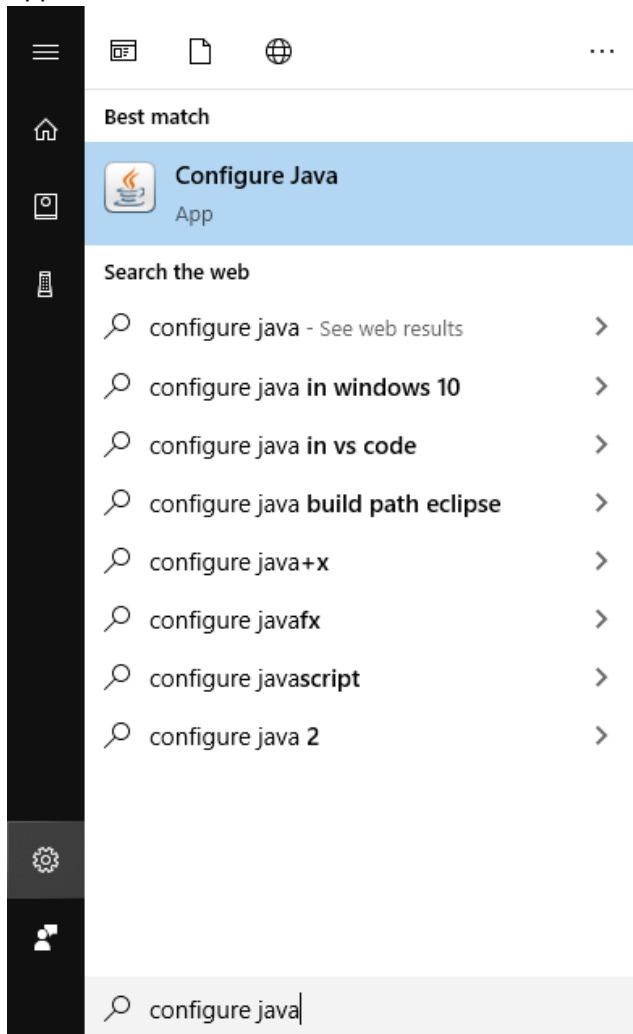
The Kaba window may fill your entire screen press F11 and then you will be able close that window.

Java Setup

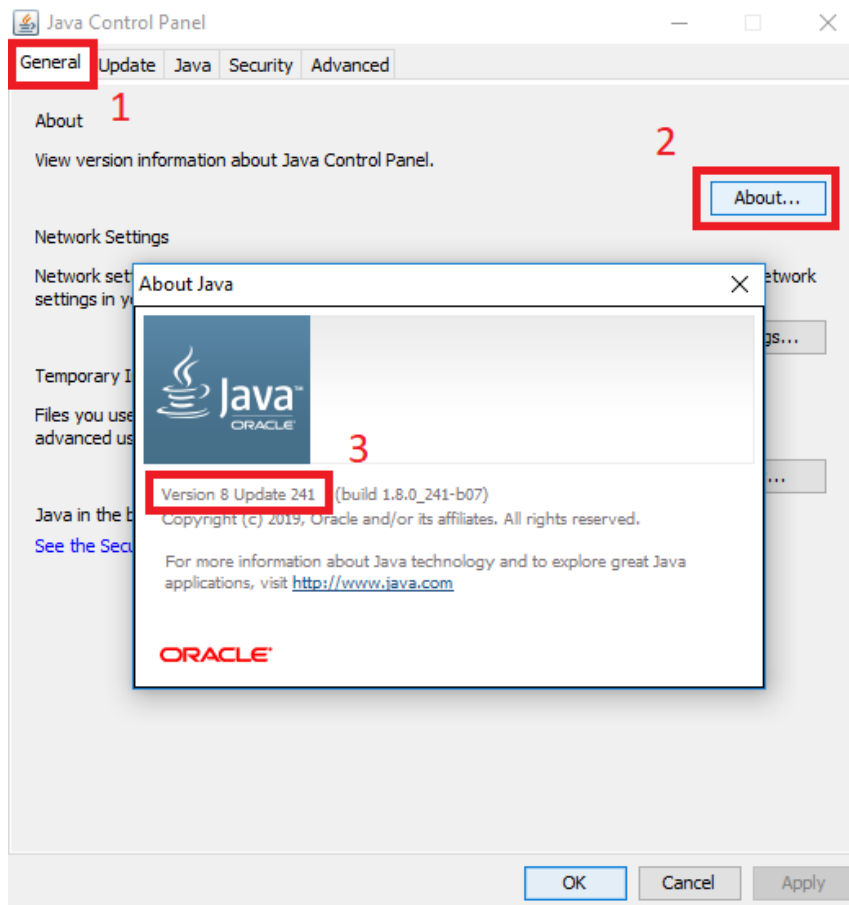
Follow these steps if you are attempting to access Kaba from your own personal computer and you do not have Java 1.8 installed. Some steps will require Windows administrator privileges on your computer to continue. If you are accessing Kaba from a MOA computer, Java 1.8 should already be installed and up to date. If you require assistance with Java on a MOA computer do not follow these steps: call the IT Service Desk at 907-343-6824.

Verify your Java version

1. From the *Windows* menu in the bottom-left corner of your screen, search for the *Configure Java* App and launch it.

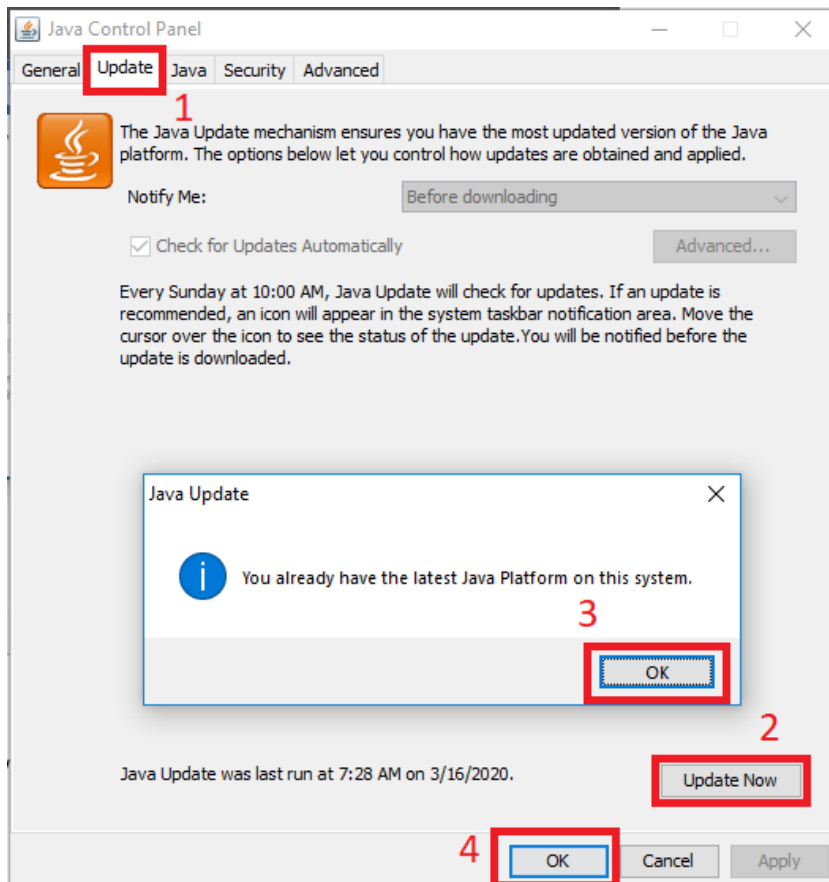


2. If you are not able to find the *Configure Java App* in the *Windows* menu, you do not have the proper version of Java installed and should skip straight to the **Installing Java** step below.
3. A new *Java Control Panel* window will open. Ensure that you are on the *General* tab (1), then click the *About...* button (2). An *About Java* window will appear – from there, you can verify your Java version (3). Note that 8 and 1.8 both refer to the same version and are used interchangeably.



Any version other than 8 on the *About Java* screen indicates that you will need to *Install Java 1.8*.

4. Close the *About Java* window, then navigate to the *Update* tab of the main *Java Control Panel* window.
5. On the *Update* tab (1), click the *Update Now* button (2) to check for updates. If prompted, install the newest version as directed by the *Java Control Panel*. Otherwise, click the *OK* button (3) to close the *Java Update* dialogue, then the *OK* button (4) on the *Java Control Panel* window to close it.

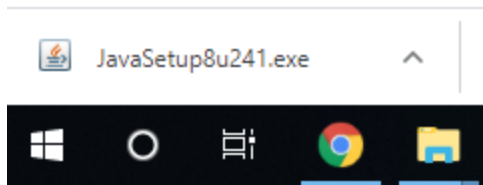


6. You are now running the latest update to Java 1.8 and are ready to use Kaba.

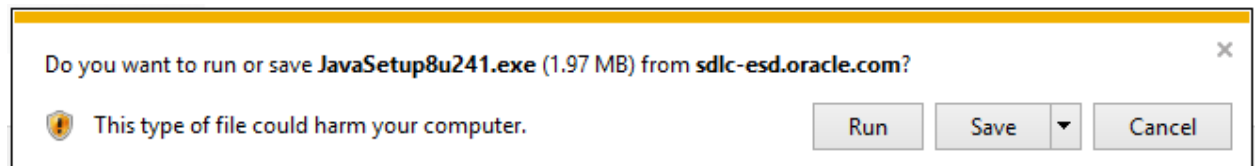
Install Java 1.8

If you do not have Java 1.8 installed at all or encounter an issue attempting to update through the *Java Control Panel*, follow these steps to manually download the latest Java 1.8 update and install it. Note that these steps should only be followed when installing Java on a personal computer. For MOA computers, please call the IT Service Desk at 907-343-6824 for assistance.

1. Click [this link](https://www.java.com/en/download/) to open the Java 1.8 download page in your default web browser; or open your web browser (e.g. Chrome or Internet Explorer), then type <https://www.java.com/en/download/> into the address bar and hit the *enter* or *return* key on your keyboard to load the page.
2. On the Java 1.8 download page, click the *Java Download* button. You will be shown a licensing notice. Click the links lower on the page to read the Java license terms, then click the *Agree and Start Free Download* button to proceed.
3. A *JavaSetup* file with a .exe extension will begin downloading. When the download completes, click the prompt from your web browser to run the installer.



On Chrome, the installer can be launched from the download status bar near the bottom-left corner of the window.



In Internet Explorer, click the *Run* button to continue.

4. Once installation starts, a Windows security prompt will appear requesting permission to proceed – you must be a Windows administrator on your computer or request authorization from one to continue.
5. Follow the prompts in the Java Setup application in order to complete installation. When finished, see the steps under Verify your Java version to confirm that the install was successful.
6. You are now running the latest update to Java 1.8 and are ready to use Kaba.