

My Daily Time Records How-to

My DTR is a module of MyISIS that enables SSC employees to view his/her daily time records online.

How to access and view My DTR

STEPS:

- 1 Open browser of your choice.
- 2 Go to SSC website by typing "http://www.ssc.edu.ph."
- 3 Click on MyISIS button (located at the top right portion of the page, middle button).
- 4 Click on Login. Login by typing your account name (ID number) and password.

Screen 1

The screenshot shows the 'Login' page of the Information Technology Office. The page title is 'Login'. Below the title, it states: 'A valid User ID and Password is required. IMPORTANT: To keep your personal information confidential when using public computers, please remember to click on the "Logout" link and CLOSE your browser after an online session.' On the right side, there is a navigation menu with links: Home, Login, Forgot Password, Online Service Desk, and How-To. The main form area contains two input fields: 'User ID:' with the value 'FC00036' and 'Password:' with masked characters '••••••'. A 'Login' button is located below the password field. Annotations with dashed boxes and arrows point to the 'User ID' field (labeled 'Enter ID number'), the 'Password' field (labeled 'Enter password'), and the 'Login' button (labeled 'Click').

Clicking on Login button, directs you to MyISIS Welcome page. (Screen 2)

Screen 2

The screenshot shows the 'Welcome, VERONICA!' page of the Information Technology Office. The page title is 'Welcome, VERONICA!'. Below the title, it states: 'MyISIS is SSC's enterprise web portal for Students, Faculty members and Staff. The following are some of the currently available services.' On the right side, there is a navigation menu with links: Home, My DTR, Logout, Online Service Desk, and How-To. The 'My DTR' link is highlighted with a dashed box and an arrow pointing to it from the label 'Click'.

- 5 Click on My DTR.



Select month and year.

Screen 3

Information Technology Office

My DTR

Month: ←

Year: ←

←

- Home
- My Clearance
- My Class
- Online Grade
- Entry
- My Department
- My DTR
- Approve Leave
- Logout
-
- Online Service Desk
- How-To

Screen 4 displays My DTR Results for the selected month and year.

Screen 4

Information Technology Office

My DTR

Date	Time 1	Time 2	Time 3	Time 4	Time 5	Time 6
Nov 7 2012	7:12AM	5:20PM				
Nov 8 2012	7:03AM	5:40PM				
Nov 9 2012	6:57AM	6:28PM				
Nov 12 2012	7:10AM	4:45PM				
Nov 13 2012	6:58AM	5:03PM				
Nov 15 2012	7:00AM	5:15PM				
Nov 16 2012	6:55AM	5:41PM				
Nov 19 2012	7:12AM	5:16PM				
Nov 20 2012	6:52AM	5:29PM				
Nov 21 2012	7:11AM	3:09PM				
Nov 22 2012	6:55AM	5:26PM				
Nov 23 2012	7:00AM	4:10PM				
Nov 26 2012	7:36AM	5:15PM				
Nov 27 2012	7:08AM	4:35PM				
Nov 28 2012	7:32AM	5:14PM				
Nov 29 2012	7:23AM	5:14PM				

- Home
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