**IMPORTANT TIMECARD INFO**

When completing your timesheet, **DO NOT CONTINUE** if you get the error shown in the box to the right:

This is caused by being logged into the wrong account in SharePoint:

1. Left-click on your name using the mouse.
2. Left-click on “sign in as different user”
3. Type `GLOBAL\` and then your housing username (no spaces)

When typing in your username, you have to use the \ key

**Where is the \ key?**
The \ key is located above the ENTER key on the keyboard!

Make sure to use your Housing account password, not your GatorLink password!