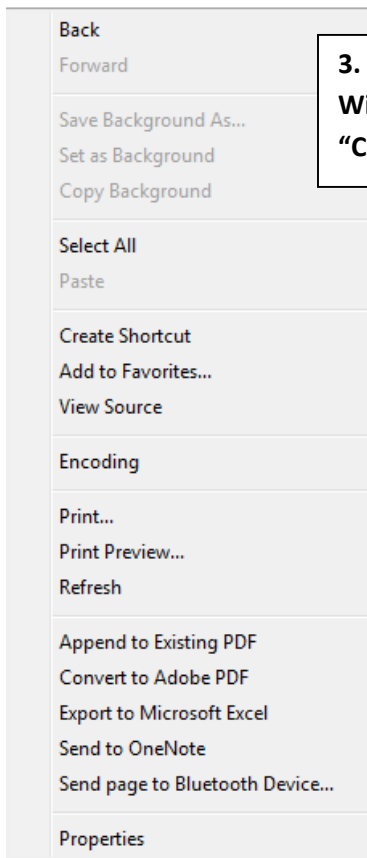


## To create an EmpCenter (timekeeping) shortcut on your desktop

1. Navigate to the web page:  
<https://empcenter.mu.edu/workforce/Logon.do>

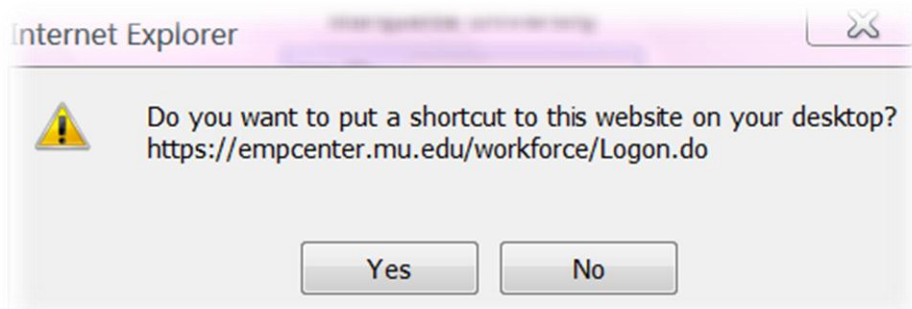


2. Position mouse cursor anywhere on page and right-click.



3. This pop-up menu appears.  
With a single-click, choose  
"Create Shortcut".

4. A pop-up warning message appears (see below).  
Click YES button.



5. An icon will appear as "WorkForce Software EmpCenter".

