How to Create a Desktop Shortcuts for Kronos

1. Open your preferred browser. You can use either Internet Explorer, Chrome, or Firefox (Microsoft Edge will not work). Navigate to Bradley’s Kronos Workforce Central website. The link is below.

   http://www.bradley.edu/offices/business/controllers/payroll/kronos/index.dot

2. Locate the two Kronos links located near the bottom of the page. Click on the “Main Login” link and open the page in your browser.

3. Drag and drop the icon in the address bar to your desktop to create the shortcut. Note: The icon in the address bar will appear as a padlock in Chrome, a blue E in Internet Explorer, and a small planet in Firefox. In any case, dragging this icon to the desktop will create a shortcut to the Kronos site.

4. Return to Bradley’s Kronos Workforce Central website.

5. Locate the “Timestamp URL” Kronos link. Repeat the steps 2 and 3 to create a desktop shortcut for the timestamp link.

6. If you have difficulty creating the shortcut, please call the Technology HelpDesk at ext. 2964 for assistance.