

# TIME MANAGEMENT SYSTEM

## Supervisor Time Approval Using Web Portal OFF CAMPUS

Effective July 7, 2016 all employees using the Online Time Management System off-campus must download and login to the new VetMed VPN. This applies only to employees who need to approve or log hours, while not on campus, using the Online TimeClock at <https://tms.vet.k-state.edu/>.

### To install the KSU VPN software:

- Go to <http://www.k-state.edu/its/security/vpn/>
- Choose the Operating system of the device that you will be using and follow the instructions on that page for downloading the VPN on your device. You will only need to install the application or APP one time. After that you will simply follow the instructions below for connecting to the VPN.

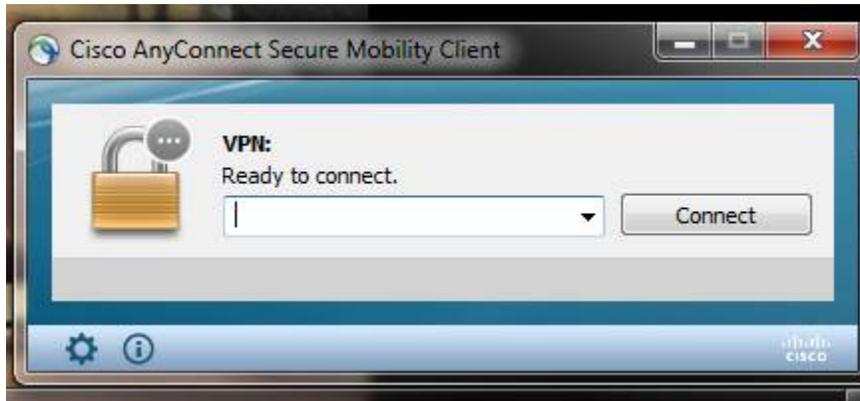


### To login to the VPN software:

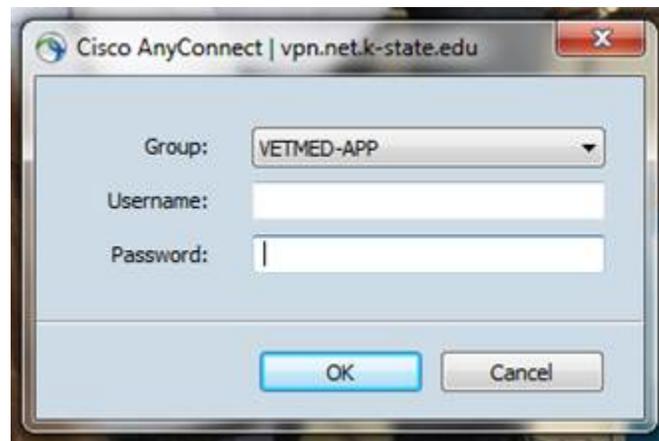
Open Cisco AnyConnect Secure Mobility Client by searching Cisco in the Start menu



- If you are opening this for the first time, please enter **vpn.net.k-state.edu** and click Connect



- Click on the drop box menu to change the Group to **VETMED-APP**
- Enter your eID and password, then click OK



- Once you are connected to the VPN, you will see



- You can now open your browser of choice and log-in to the Online Time Management System at <https://tms.vet.k-state.edu/>.

Please feel free to email [CVMhr@vet.k-state.edu](mailto:CVMhr@vet.k-state.edu) with any questions or problems.