



## Getting Started

### Login to VTI

**In order to use IntelliTime, you will need to have a City Employee ID and a VTI account set up.**

**IF you have the desktop icon (inside the City network), you can use this to automate your VTI login.**

You must be logged into the computer with your City (Active Directory) ID and password.



TASS

Employees who do not have a dedicated computer will not receive the desktop icon.

Use this URL: <http://tass.stpaul.gov>

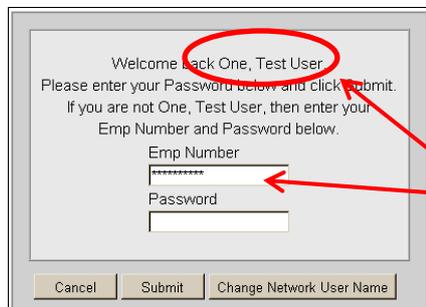
Your Employee ID is:

**You will need your City Employee ID.**

\_\_\_\_\_

Your initial password: **temp1**

**You will be prompted to change your password the first time you log in.**



**Read the login prompts carefully! If you fail on 4 attempts to login, your account will be suspended for 5 minutes.**

Always make sure to confirm that your name is displayed.

If it is not, type your Employee ID and then your VTI password.

**The first time you login, you'll be prompted to change your VTI password. You can change it to match your network password, although the passwords are *not* automatically synchronized.**

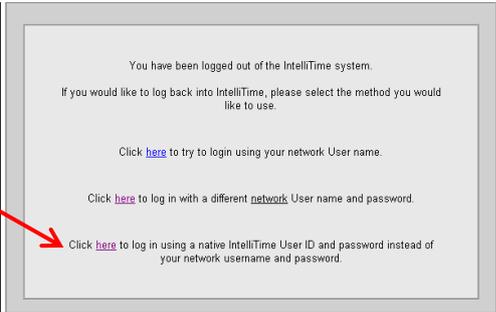
#### Password Policy:

- The City requires 'strong' passwords: minimum 8 characters, mixture of upper case, lower case, and non-alphanumeric characters. Example of a strong password: **Tea42@four**
- IntelliTime will not let you use an asterisk \* or a question mark ?
- IntelliTime will require you to change your password on approximately the same frequency as the City policy.



## City of Saint Paul Time Attendance and Scheduling Solution

If you get this screen after you log out of VTI, click on the last link to re-open the VTI login page:



### Update your user account

Click the [Admin] button and select [My User Profile]



**My User Profile**

Name	Emp ID	Appointment
One, Test User	T101	
Schedule	Group	Doc Group
07:45-16:15 (LB)	St.Paul	Default-Start Stop

Supervisor: One, Test Supervisor Roll Forward

Enter New Password:  Re-Enter to Confirm:

Phone:   E-Mail:

[Add VTI to Favorites](#)

**To change your password:**

This is required after first login, and you need to complete this before going further.

Enter a new password and then re-enter to confirm, then click [Update].

**Confirm or select your supervisor:**

The 'Supervisor' named here should be the person who approves your timecard. If the name that appears here is not your time approver, you can change it temporarily, but you must also contact the TASS administrator to correct it. **Do not change this if it is correct.**

**Add or change a phone number:**  
(optional)

Click **[Phone List]** to open My Phone List. Use the blank fields at the bottom to add a new phone number, then **[Update]** and **[Return]**.

Order	Phone	Extension	Type	Delete
1	651-266-6736		Work	<input type="checkbox"/>
2	651-291-7497		Home	<input type="checkbox"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Add an email address:**  
(optional)

Your City email address should be displayed. **DO NOT DELETE THIS.** Click into the Email field and move the cursor to the end of your City email. Type a semi-colon and then your optional email address. Example:

john.anderson@ci.stpaul.mn.us; [johnny9797@gmail.com](mailto:johnny9797@gmail.com)