# TrackTik
# SHIFT APP

We are excited to announce the launch of TrackTik's Shift app designed to make managing your work schedules even more convenient!

## KEY FEATURES

- View your upcoming shifts
- Receive instant notifications about schedule updates
- Track your work hours

Use of this app is optional and provided solely for your convenience. Use of this app will not affect your hours or your schedule in any way. If you choose not to use the app, we will provide you with an alternate means of reviewing your schedule.

## DOWNLOADING THE APP

### IOS DEVICES



SHIFT Application for Apple

### ANDROID DEVICES



SHIFT Application for Android/Samsung

# SIGNING IN

Once the SHIFT app has been installed on your smartphone:

1. Sign in with your username and password

   Username:
       Email Address (Used to register for Paycor)
          - or -
       Employee ID (Paycor AEN/TrackTik UID)

   Password: TT1$$
   (This password will only work if this is your first time logging in.)

   Please note: You will be prompted to change your password upon logging in for the first time.

2. Select Next

3. In the domain URL field, enter the following:
   **paragon.staffr.us**

4. Select Next

If you need any assistance with access,
please contact the Paragon IT Help Desk at
**ParagonITHelpDesk@parasys.com**

Please note the Help Desk is open Mon-Fri 8am - 5 pm Eastern