ATTENDANT:
FINDING YOUR Sick Time Balance
IN THE WEB PORTAL

Finding Sick Time: Option 1

1. Sign in to the CDCN web portal by entering your email and password. Click **Sign In** and you will be redirected to the dashboard.
2. On the dashboard, click the **Time Entry** button and you will be redirected to the Time Entry dashboard (Fig. 01).
3. Click the **Available Sick Time** link in the upper right of the screen, just below the date. The Available Sick Time grid will then be displayed on your screen (Fig. 02).
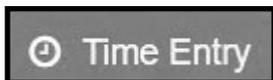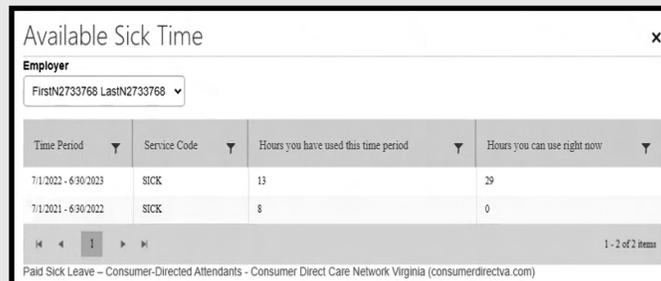

Fig. 01

Fig. 02

4. From the Available Sick Time grid, the user will select the appropriate Employer from the Employer Select dropdown field. The grid will display the Service Code (Sick Time) and the Balance available for the Attendant.

Finding Sick Time: Option 2

1. Sign in to the CDCN web portal by entering your email address and password. Click **Sign In** and you will be redirected to the dashboard.
2. On the dashboard, scroll up and click on your **hyperlinked name** to open your profile.
3. Click the **Available Sick Time** link in the upper right of the screen, just below the date. The Available Sick Time grid will then be displayed on your screen (Fig. 03).

Fig. 03

4. From the Available Sick Time grid, the user will select the appropriate Employer from the Employer Select dropdown field. The grid will display the Service Code (Sick Time) and the Balance available for the Attendant.