

# City of Tulsa

Accessing Office Online, Kronos,  
and Munis/EnerGov

IT Solution Center Contact Info.

By email at

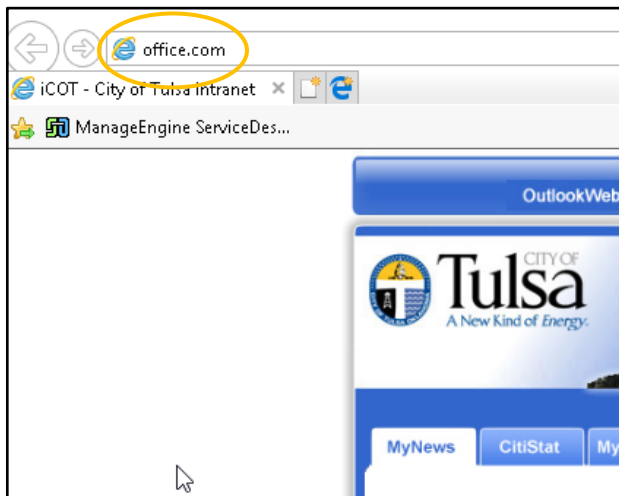
[eservicedesk@cityoftulsa.org](mailto:eservicedesk@cityoftulsa.org)

By phone at

(918) 596-7070

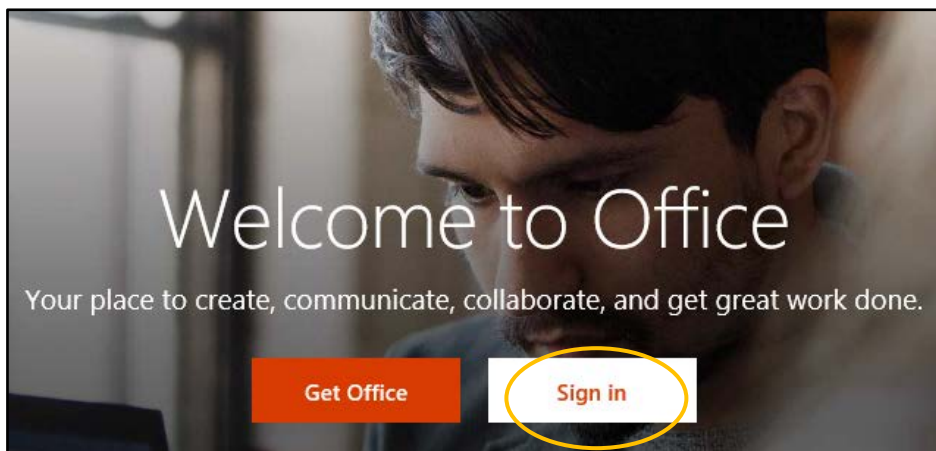
## Accessing Office 365

1. Open your internet browser by clicking on Internet Explorer, Chrome, or Microsoft Edge.
2. Type "Office.com" in the URL search area.



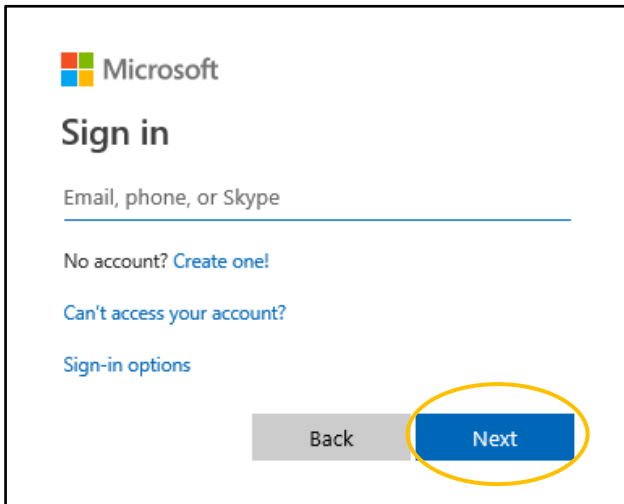
*Helpful hint: Consider saving files to OneDrive for easy, remote access. OneDrive is Microsoft's file management system used by the City of Tulsa. Saving documents, pictures, and desktop items to OneDrive ensures they are kept safely in the cloud. This allows access to these items from any device through an online browser using Office.com.*

3. Click "Sign in" on the Office 365 login screen.



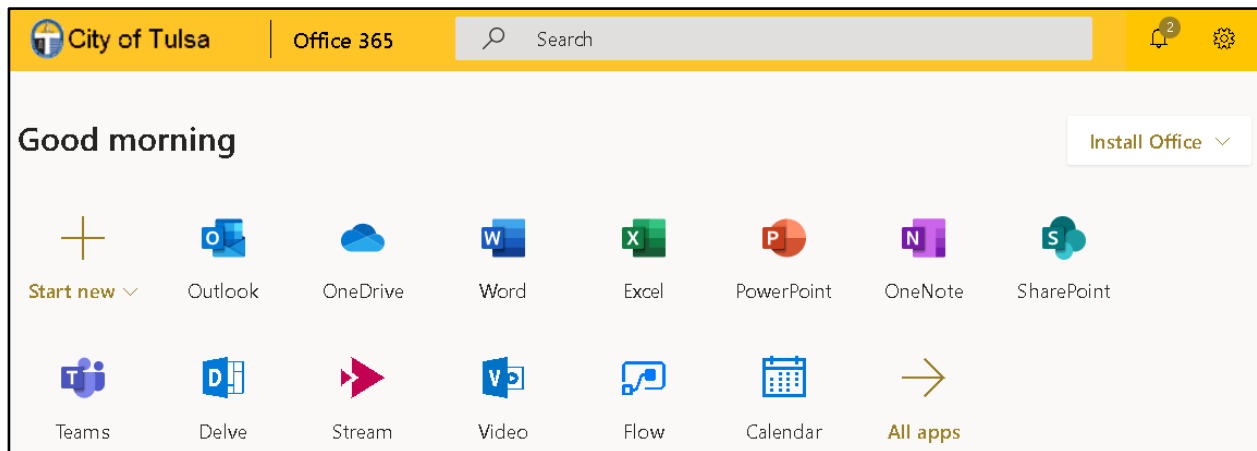
## Accessing Office 365 cont'd

4. Use City of Tulsa email and password to sign in.



*Helpful hint: The programs in Office.com (Word, OneNote, Excel, etc.) are apps. You can download these same apps for free from the App Store or Google Play using your City of Tulsa email and password. **Teams** is particularly useful as a download/install on your home computer or device.*

5. Select the application you wish to use.



## Online Office vs. Installed Office

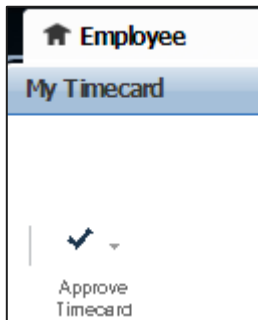
- **Word:** You cannot create captions, citations, bibliographies, tables of content. You cannot create or [apply styles](#). And you won't have access to some of the more advanced reviewing, proofing, or page layout tools.
- **Excel:** You cannot create [pivot tables](#), apply [conditional formatting](#), [create external data connections or references](#), or access many of the [advanced formulas](#).
- **OneNote:** You cannot [edit embedded files](#), use [optical character recognition](#) (OCR) to translate handwriting into text, use Outlook task integration, or take advantage of template support.
- **PowerPoint:** You cannot create custom animations, use headers and footers, or integrate Excel charts. You also cannot take advantage of advanced design or reviewer tools.

## Accessing Kronos

1. Open your internet browser by clicking on Internet Explorer, Chrome, or Microsoft Edge.
2. Type "<https://cityoftulsa.kronos.net/wfc/logon>" in the URL search area.

The image shows the Kronos login interface. At the top left is the Kronos logo, which consists of an orange stylized 'K' followed by the word 'KRONOS' in white. Below the logo, there are two input fields: 'User Name' with the text 'sleechti' entered, and 'Password' with a series of dots. To the right of the password field is a blue arrow button.

3. Enter City User Name and Password.

The image shows a web interface for an employee. At the top, there is a navigation bar with a home icon and the word 'Employee'. Below that is a section titled 'My Timecard'. In the center of the page, there is a checkmark icon and the text 'Approve Timecard'.

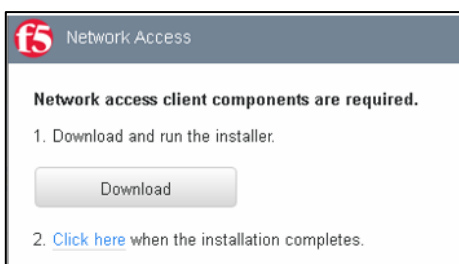
4. Enter time and approve timecard through the "My Timecard" screen. Enter leave through the "My Calendar" screen.

## Accessing Munis/Energov

1. To connect to the Tyler Technologies website, open Chrome and enter <https://secure.tylertech.com/>

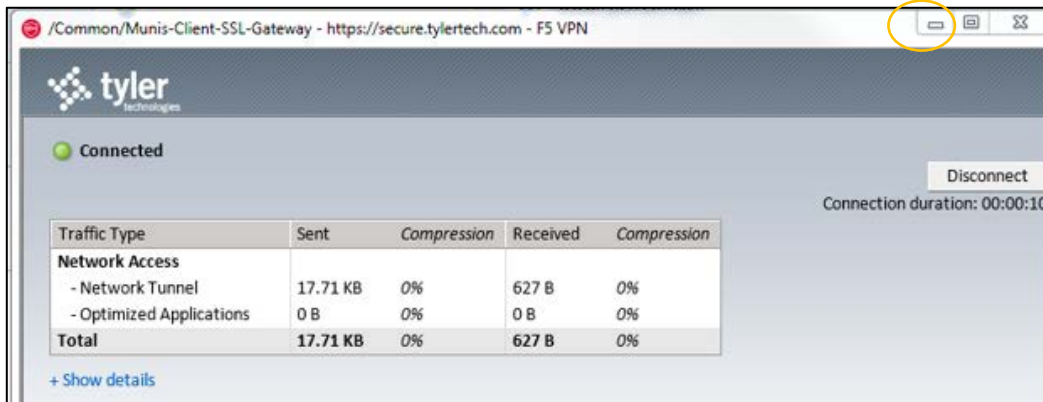
The image shows the Tyler Technologies login page. At the top left is the Tyler Technologies logo. Below it, the text 'Secure Logon' is displayed. There are two input fields: 'Username' and 'Password'. Below the password field is a 'Logon' button.

2. Type in your 4934 ID and Tyler password, then click the "Log on" button. You do not have to put datacenter\ before your username.

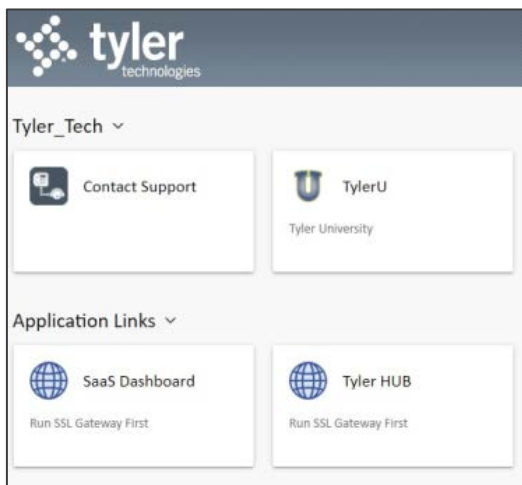
The image shows the F5 Network Access screen. At the top left is the F5 logo. Below it, the text 'Network Access' is displayed. The main content area contains the text 'Network access client components are required.' followed by two numbered steps: '1. Download and run the installer.' and '2. Click here when the installation completes.' Below the first step is a 'Download' button.

3. Users connecting to the site for the first time must install the network access client. Click the "Download" button when the "F5 Network Access" screen appears. When the download is complete, choose the "Click here" link to bring up the connection screen.

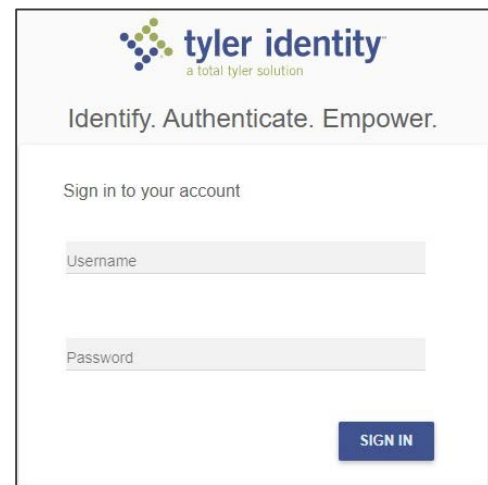
## Accessing Munis/Energov



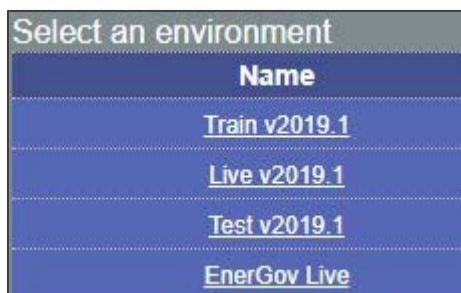
4. Minimize the connection screen by clicking on the minus sign (-) at the top right of the screen.



5. Click on “SaaS Dashboard” application link.



6. Enter your Username as 4934 and ID. Then enter your Tyler password and click the “Sign in” button.



Choose “Live v2019.1” to enter Munis.  
Choose “EnerGov Live” to enter EnerGov.

The Tyler Hub Dashboard appears allowing the user to click on the environment to enter. Logout of Munis and disconnect from the VPN when not in use.