

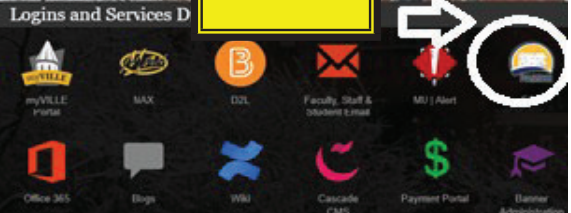
# eTime FIRST TIME LOGON INSTRUCTIONS

**1**

eTime works best in  
Chrome

**www.millersville.edu/logins**

**CLICK  
HERE**



Logins and Services D

myVILLE Portal, MAX, DZL, Faculty, Staff & Student Email, MU Alert, Office 365, Edge, WU, Cascade CMO, Payment Portal, Banner Administration

**2**

Pennsylvania's  
**STATE SYSTEM**  
of Higher Education

Choose your university.

University:

- All Other PASSHE Users
- Cheyney - MFA
- Kutztown University - MFA
- Mansfield University - MFA
- Millersville University - MFA**
- SRU Azure - MFA
- System Office - MFA
- West Chester University - MFA

**CLICK drop down and select  
"Millersville University"**

Choose your university.

University:

**3**

**CLICK  
CONTINUE**

**4**

**Enter Your full email address,  
including @millersville.edu to  
logon with your MU credentials**

Sign in with your organizational account

**5**

eTime will text you a security code each time you log in.

To update your phone number, logon to Office365; profile; view account; security info.

For additional password or phone number change assistance, contact the MU Help Desk  
717-871-7777

**\*Mobile eTime:** [metime.pashe.edu](http://metime.pashe.edu)  
**(See Timekeeper for Details)**

**IMPORTANT!** Expect an email from the State System of Higher Education regarding required new employee training. It sometimes goes to your 'clutter'. Please complete as soon as possible.

Pay statements are available on the "Employee Self-Service" tab under "Payroll" then "Online Pay Statement".  
**More Info. on Page 2.....**