

# Clock In/Out Only Shifts

CubHub Systems

# Log in on web browser

Users should always use the Chrome web browser to log in to the database, reset the temporary password, and set security questions.

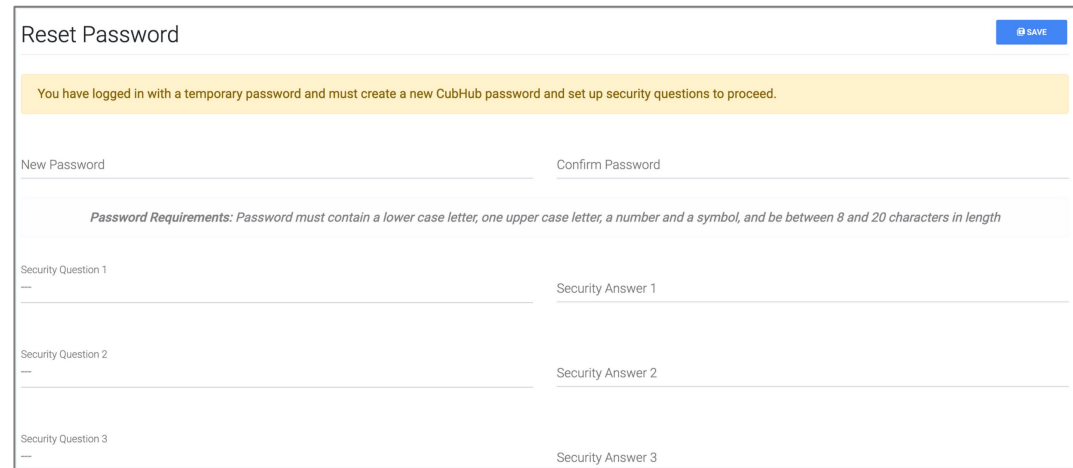
Usernames are a user's first initial and last name . company code. In this example, the clinician's name is Logan Spurill works for a company called Mount Olympus. Her username is [lspurill.mo](#).

Users who were imported have a temporary password of:

Lastname+last four of SSN

ex. [Spurill1234](#)

Users may have also been given a temporary password from their employer.



The screenshot shows a 'Reset Password' web form. At the top right is a blue 'SAVE' button. Below the title is a yellow message box: 'You have logged in with a temporary password and must create a new CubHub password and set up security questions to proceed.' The form has two columns. The left column contains 'New Password', 'Security Question 1', 'Security Question 2', and 'Security Question 3'. The right column contains 'Confirm Password', 'Security Answer 1', 'Security Answer 2', and 'Security Answer 3'. A password requirement note is centered: 'Password Requirements: Password must contain a lower case letter, one upper case letter, a number and a symbol, and be between 8 and 20 characters in length'.

The database is accessible by going to the `companycode.mycubhub.net`. For our example provider, Mount Olympus, the database is [mo.mycubhub.net](#)

# Download the CubHub App Login to Scheduled Shifts

CubHub Mobile App may be downloaded in the Google Play & Apple App stores.

## Login to the App

Clock in and out of scheduled shifts. Watch the correlating video for a quick how to.