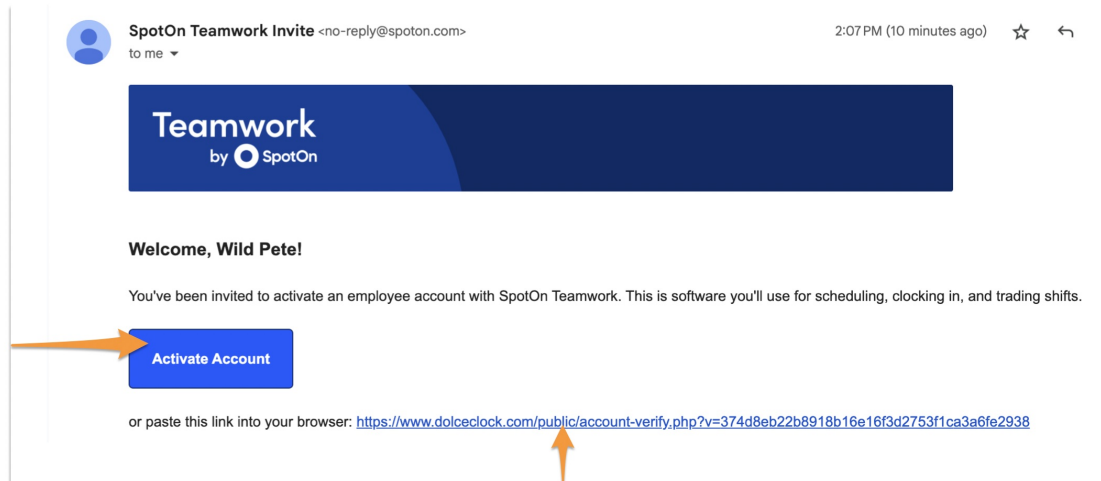


# Activating Employee Account using Email Activation First

Last Modified on 05/16/2025 1:01 pm MDT

**Administrator** enter both Phone and Email and **INVITE** employee

**Employee:** Activate account from **Email**



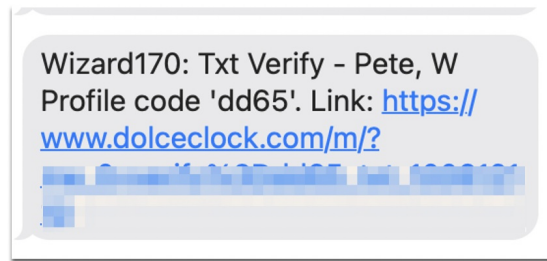
Create Password, enter phone, and **Activate Your Account**

The screenshot shows the "Employee Account Setup" form. It includes the following fields and instructions:

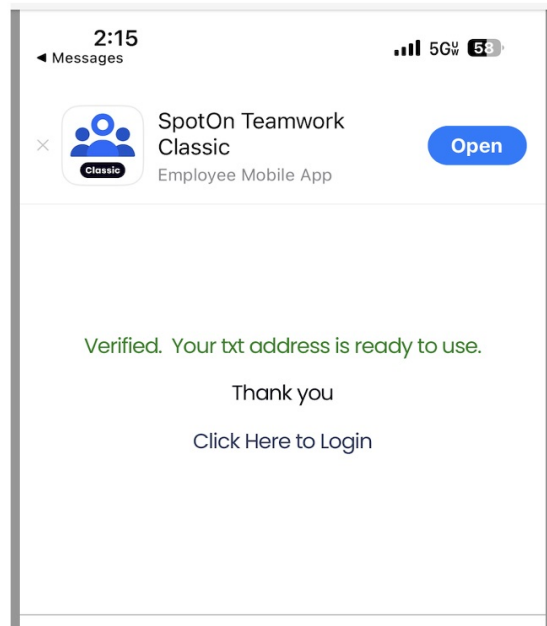
- Your username was setup by your manager:** Brunson, J
- Password must contain at least: 6 characters, 1 number, 1 Uppercase Letter, 1 Lowercase Letter, no more than three identical consecutive characters.**
- Choose a Password:** [Text input field]
- Confirm Password:** [Text input field]
- Email:** [Text input field with placeholder "software.com"]
- Email Again:** [Text input field with placeholder "ware.com"]
- Phone Number:** [Text input field with placeholder "(408) 555-4555"]
- \* Upon activating your account, you could be sent a code to enter for verification. Alerts include your schedule, and status updates such as time off requests or shift trades.**
- Activate Your Account:** [Blue button]

Orange arrows point to the "Choose a Password" field, the "Phone Number" field, and the "Activate Your Account" button.

From MOBILE, Press the LINK (no need to enter code)



Employee will be directed to download / open the Teamwork Classic App



Administrator Note: **If an employee has activated account via email** and still needs text verification, administrator can use the TEXT ME THE KEY button on employee's profile.

### Notification Methods

Push Notifications: **No Device Detected**  
*Download the DolceClock App for Apple or Android phones to get notifications*

Email Address

Verification Key

Verified [Email Me the Key](#)

*Verification key must be entered to receive alerts*

Phone Number (with areacode)

Verification Key

Verified [Text Me the Key](#)

*Verification key must be entered to receive alerts*