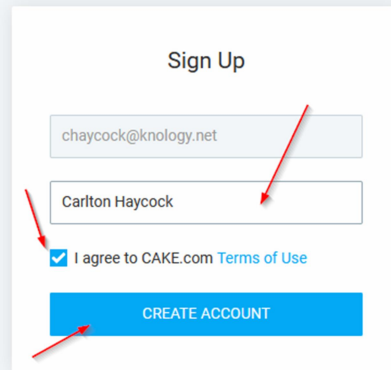


When you click on the link, your browser will open and you will see a page similar to this:

## Carlton invites you to track time on the Moves and More



Sign Up

chaycock@knology.net

Carlton Haycock

☒ I agree to CAKE.com [Terms of Use](#)

CREATE ACCOUNT

The image shows a 'Sign Up' form with three red arrows pointing to the email field, the name field, and the 'CREATE ACCOUNT' button.

Enter your full name (not mine..lol) in the box under your email address.

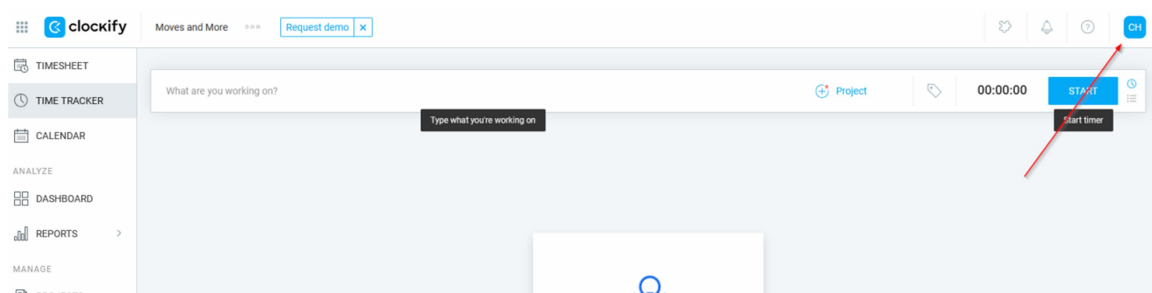
Check the "I agree" box

Click the "Create Account" button

It is recommended that you set a password using the steps shown below.

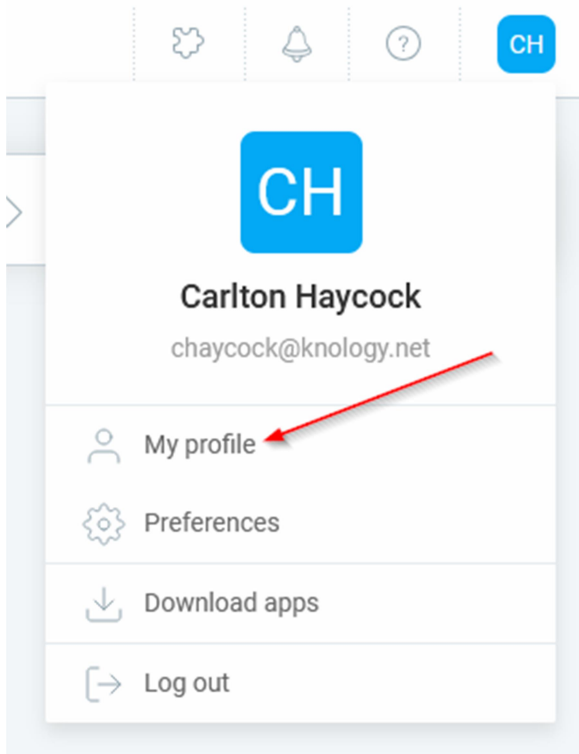
If you do not set a password, then each time you login, the system will send you an email with a verification code that you will have to enter.

### Setting a Password



Click the button in the upper rightand corner that has your initials in it.

You will see the following screen:



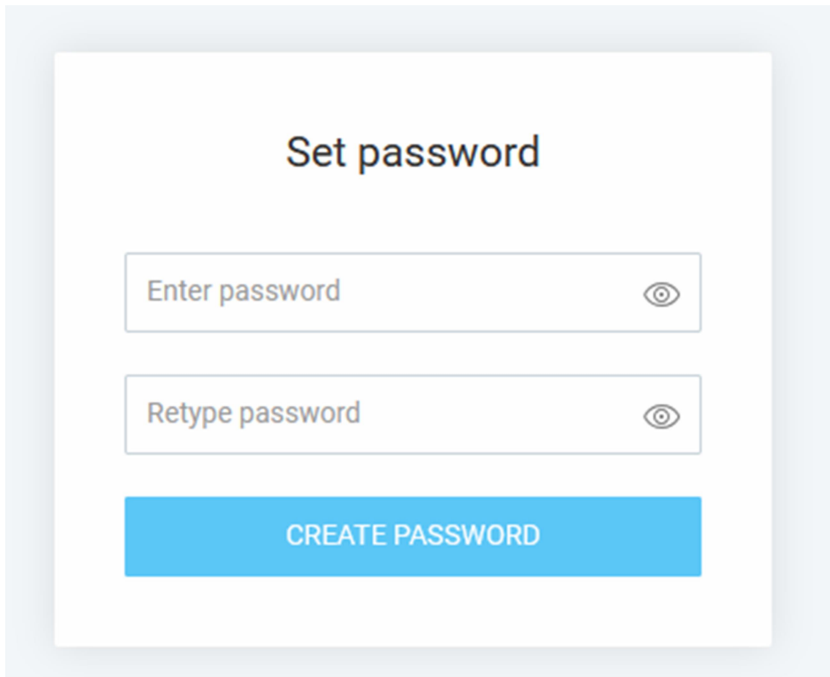
Click the "My Profile" link  
You will then see the following screen:

A screenshot of the 'My profile' page. It has a header 'My profile' and a section 'Profile photo' with a note about formats and size. Below is a profile picture placeholder with 'CH' and an 'UPLOAD IMAGE' button. The 'Personal info' section contains fields for Name (Carlton Haycock) and Email (chaycock@knology.net) with a 'Change' link. At the bottom is a 'Set password' button, which is highlighted with a red arrow.

Click the "Set Password" button. The system will ask you to confirm.  
After you confirm, the system will send you an email with a link to click to set your password.  
The subject of the email will be "Set Clockify password", click the "Set Password" link in the email body.  
If you do not see this email in your Inbox, check your spam/junk mail folders as sometimes it gets sent there.

If the email does get sent to spam, I recommend that you "whitelist" the mail.cake.com domain so future emails will not get sent to spam.

You will be taken to the following screen in your web browser:

A screenshot of a web browser showing a "Set password" form. The form is centered on a light blue background. It has a title "Set password" in bold black text. Below the title are two input fields: "Enter password" and "Retype password". Each input field has a small eye icon to its right, indicating a toggle for password visibility. Below the input fields is a blue button with the text "CREATE PASSWORD" in white capital letters.

Enter your desired password and click the "Create Password" button.

You have now set your password and can use that to login instead of having to get a verification code email each time you login.