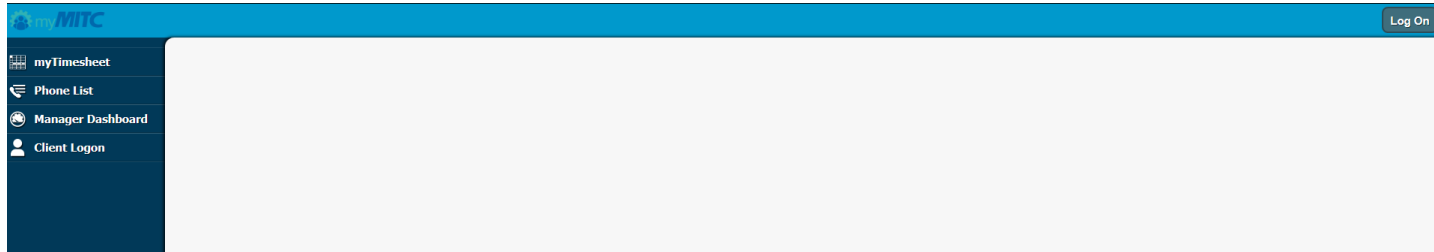




MyMITC for the Web

Go to: <http://mitc.charitonvalley.org>

You may access this link and others on the Employee links tab at www.charitonvalley.org



- You will be asked to login when you attempt to access a link.
- Initially your login and password will both be your 4-digit employee ID number.
- The first time you login you will be prompted to change your password.
- To change your password go to “my profile” at the top of the page. You should change your password immediately. If you forget your password, call the office for a reset.
- Save this page to your home screen on your mobile phone or you may continue to access the link located on our website at [charitonvalley.org/employee links](http://charitonvalley.org/employee-links)

From this page all employees will be able to access their timesheet, view time records, request changes, request time off, view their schedule, look at needed trainings, and time off benefits. Managers will be able to view employee phone numbers, create and edit employee schedules, view if employees are clocked in to assist with staffing emergencies, create messages, approve timesheets and requests for days off, and run reports.