

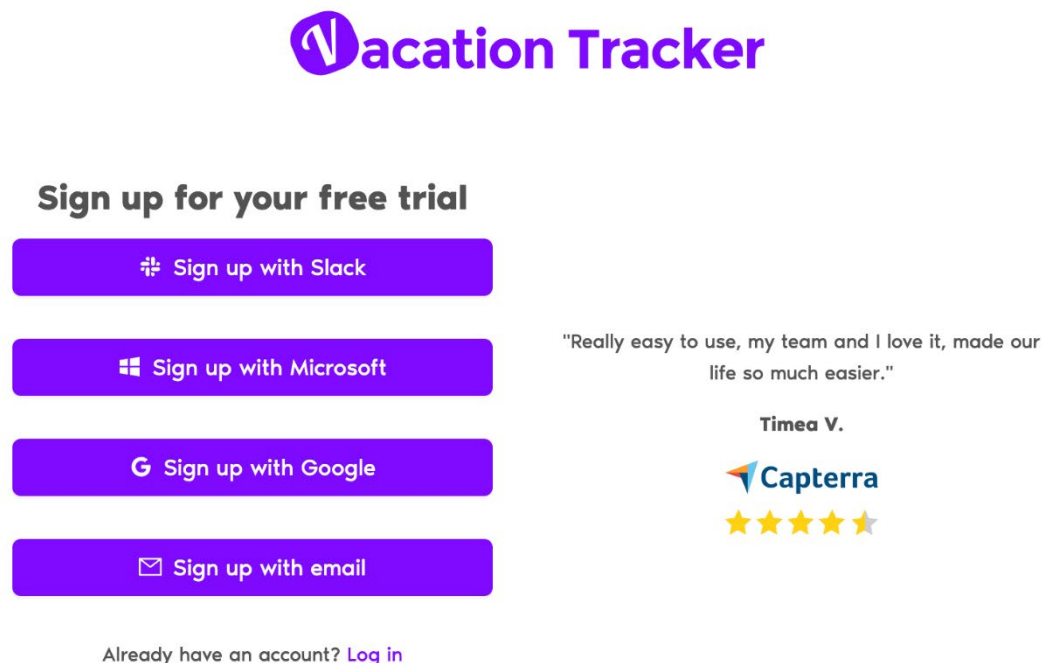


First Time Accessing Vacation Tracker

To Access Vacation Tracker, go to [OberView](#) and search for the “Paid Time Off Dashboard” tile.

Click on the tile to open the PTO tool.

Your first time accessing Vacation Tracker, you will see the following screen:



Select **Sign up with Google** from the listed options, and use your Oberlin email address to sign into Vacation Tracker.

Once you enter or select your email address, you will be re-directed to Oberlin’s OKTA sign-in page. Sign-in using your regular credentials.

Vacation Tracker may ask for additional access to your google account, be sure to allow access to all requested services.

You will be immediately redirected to the PTO Dashboard tool once the last step is complete.