



Accessing MyTime LIVE/PROD From Home/Off-Network

For employees who are LIVE in MyTime, you can access MyTime from home or any internet connection!

1. Navigate to https://mingle-portal.inforcloudsuite.com/CUYAHOGACOUNTY_PRD
2. Log in with your AD credentials



Cuyahoga County ADFS

Sign in with your organizational account

Domain\Username

Password

Sign in

3. The home screen will be a blank white screen.
4. Click the app menu  in the upper left corner.
5. Click **MyTime** .

NOTE: MyTime requires your internet browser to allow cross-site tracking. Some internet browser apps have this setting prevented by default. If your MyTime page does not load, ensure that cross-site tracking is **allowed** on your device.

*You cannot access any other Infor module from an off-network location.