

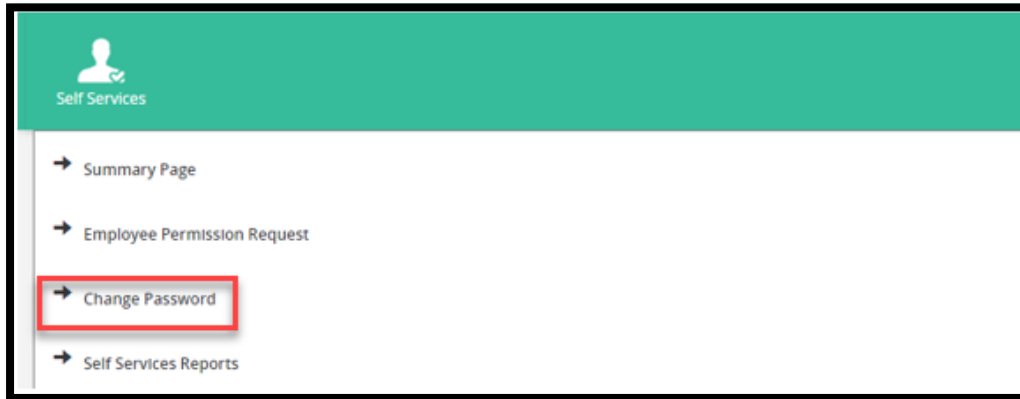
Tawajud Application for Attendance application

To activate Tawajud application, please follow the following steps.

1. Open the attendance system at the portal.



2. Click "Self Services" Select change password.



3. Change your password (Note: New password will be used in Tawajud Application)

► Change Password

New Password

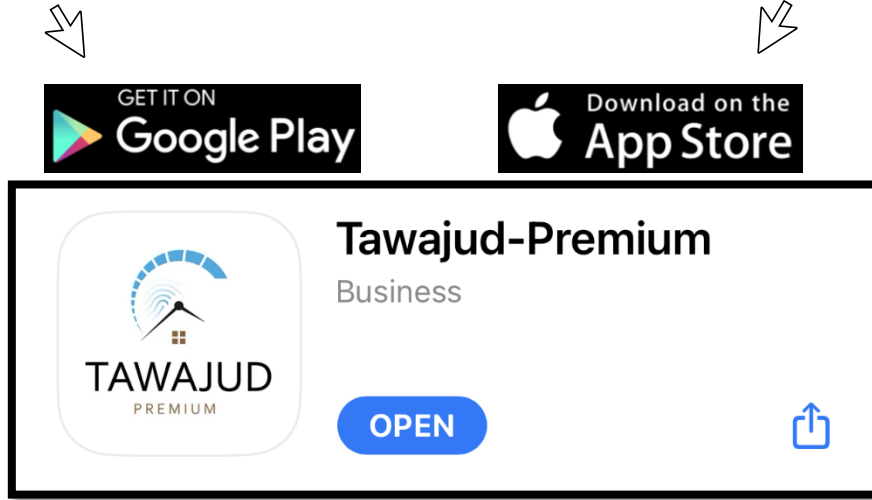
Confirm Password

Save

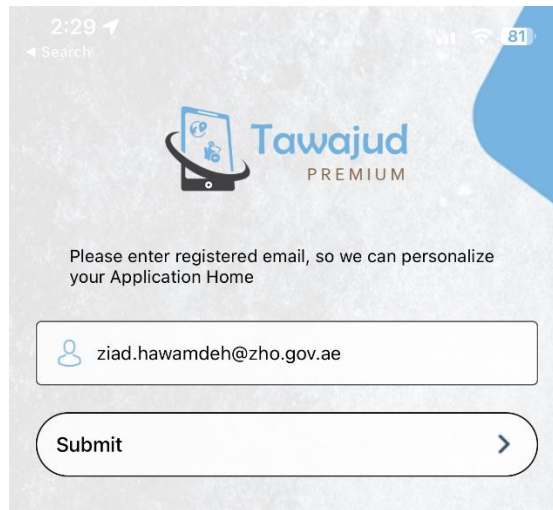




4. Use your phone to download Tawajud-Premium App (Please select the appropriate platform (App Store or Google Play))



5. Open Tawajud application and enter your official email.



6. Enter zho username ex: (zho1234) with password that was changed in step (3)

3:59

Tawajud
PREMIUM

User Name

zho1234

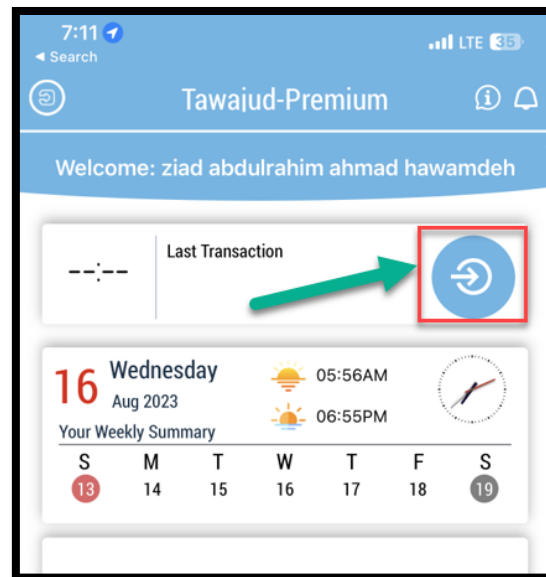
Password

Password

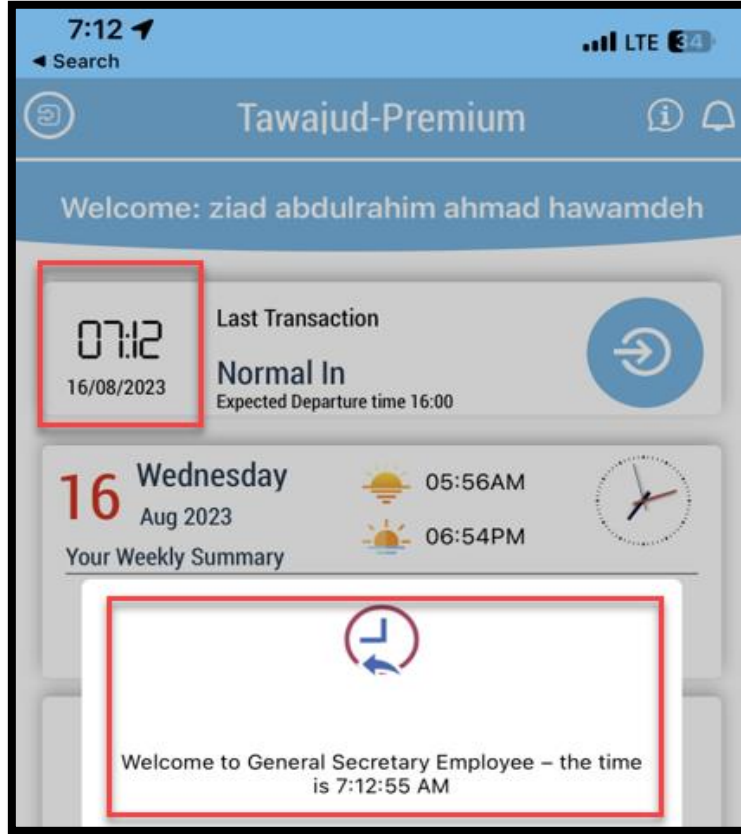
Remember me

SIGN IN >

7. You can punch in by click on the button higlighted in the below image
(Note: you can punch from Tawajud App within 1 KM from your work location,
and you should punch on time attendance reader within 10 minutes).



8. After punched in, the confirmation message will appear as below.



For further inquiries, please contact the Human Resources Department.

