1. Go to [http://eresearch.umich.edu](http://eresearch.umich.edu).
2. Click Login in the Animal Management box.
3. Enter your Login ID (uniqname or Friend ID) and your UMICH (Level-1) password.
4. Click Login.
5. Select My Profile from the Hello, drop-down list.
6. Click Self-Manage Pocket Timecards.
7. Click Add. **Note:** To update an existing pocket timecard, click the Update Pocket Timecard button for the applicable row.
8. Enter or select the Pocket Timecard Date.
9. Enter or select the Building.
10. Enter or select the Room.
11. Enter the Minutes.
12. Select a per diem from the Pocket Timecard Category drop-down list.
13. Click OK or OK and Add Another to enter additional time. **Notes:**
   - If you click OK and Add Another, data from the previous entry defaults for the new entry.
   - Click X to delete a row of data on the Manage Pocket Timecards page.
14. Click OK.