Families Guide to MITC

MITC provides you with the ability to view & approve your employee's hours. This approval process must be done by the 1st and 16th of each month.

1. Head to https://halo.mitc.cloud/
2. Click "Client Logon"
3. Input the username and password for your child
   a. Username - **####**
   b. Password - **####**
4. Click "Log On"
5. Once the page loads, Click "Attendance Log"
6. Click "Go"
7. Click the box on the far left to approve the time worked

Please note that you can edit the TO and FROM dates by typing in the fields or by using the hours to toggle between dates.

IF THERE ARE ANY DISCREPANCIES OR ISSUES, PLEASE CONTACT YOUR FI COORDINATOR TO MAKE CORRECTIONS.