



Team*Center

Welcome to Team Center

What is it?

- Team Center is an application that will give you the ability to view your work schedule online or via a Smart Phone.

Why you want it?

If you can relate to any of the questions below, then Team Center will help you when you want it!

- Don't know what hours you are working the next day or the next week?
- Don't have transportation at that particular time to run up to the store to get your schedule?
- Know that its noon or any other peak period and the manager won't let you go back to check your schedule?
- Know or think you work today, but don't know what time?

What you have to do to get it:

- Follow the instructions in Packet 1 (which was included as part of this flyer) to start the process. You have 2 options to choose from so pick the best one that works for you.
 - Once completed, fill out the bottom slip and submit it to your General Manager
 - Look for further instructions on your next paycheck, assuming you submit this at least 3 days before that check.
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RETURN THIS SLIP TO YOUR MANAGER TO SET UP YOUR ACCESS

Your name: _____

Your Crew ID Associated E-mail Address: _____

(This is e-mail address is set up in the instructions on the next pages)

INSTRUCTIONS FOR CREW MEMBERS - OBTAINING A CREWID

IDENTIFY A PERSONAL EMAIL ACCOUNT

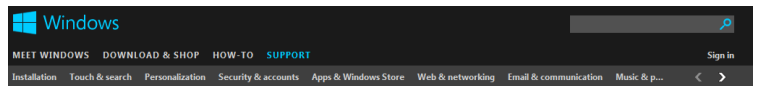
1. Identify a personal email account you would like to use for this process. Please consider, you may receive email communications from McDonalds about your CrewID at the email address you provide.
2. Proceed to **Option 2 – Create a Microsoft Account Using Your Own Email Address.**

Note: If you do not have an email account that you would like to use, start with **Option 1 – Create a Microsoft Account** below.

OPTION 1 CREATE A MICROSOFT ACCOUNT

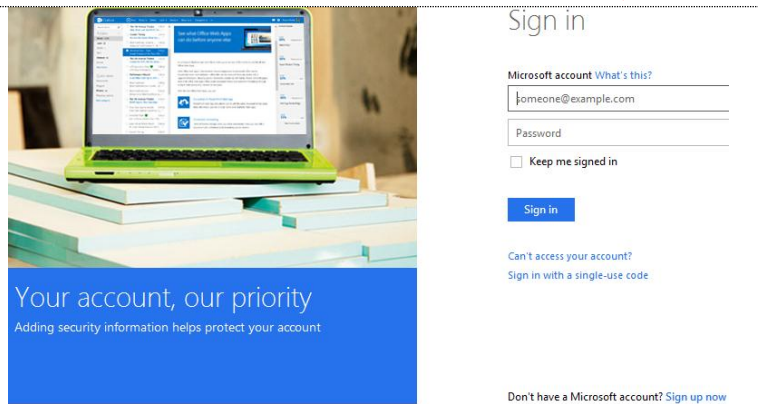
1. Go to <http://windows.microsoft.com/en-US/windows-live/sign-up-create-account-how> and view the instructions for signing up for a Microsoft account

Use instructions as needed

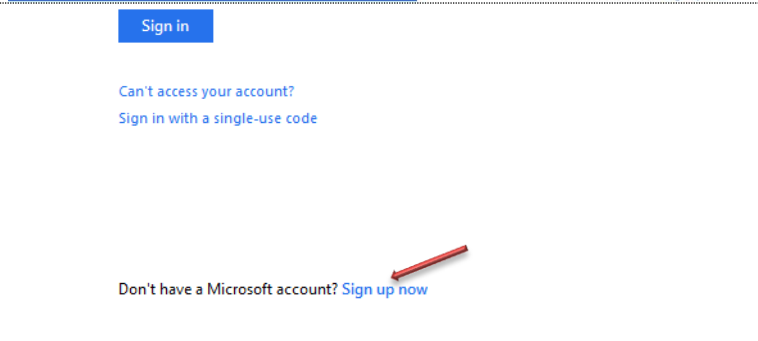


2. Open a new window

Go to <https://login.live.com>



3. Click **Sign up now**



4. Fill in **First Name, Last Name, Birth Month, Day, and Year, and Gender**

Microsoft account

Already have a Microsoft account? If you use **Hotmail, SkyDrive, Xbox LIVE** and want to claim a new email address, [sign in](#)

Who are you?

Name

First Last

Birth date

Month Day Year

Gender

Select one

How would you like to sign in?

Microsoft account name

@ hotmail.com
Or use an email address you already have hotmail.com
Create a password live.com

Use this Microsoft account to sign in to Microsoft sites and services.

5. Fill in the **Microsoft Account Name** with the preferred name you would like to use
Select **Live.com** from the dropdown

Microsoft account

Already have a Microsoft account? If you use **Hotmail, SkyDrive, Xbox LIVE** and want to claim a new email address, [sign in](#)

Who are you?

Name

First Last

Birth date

Month Day Year

Gender

Select one

How would you like to sign in?

Microsoft account name

@ hotmail.com
Or use an email address you already have hotmail.com
Create a password live.com

Use this Microsoft account to sign in to Microsoft sites and services.

6. Fill in the following information

- **Create a password**
- **Reenter password**
- **Phone number**
- **Alternate email address or Security question**
- **Country/region**
- **Zip code**

Create a password

8-character minimum; case sensitive

Reenter password

If you lose your password, how can we help you reset it?

Phone number

United States (+1)

(XXX) XXX-XXXX

Alternate email address

Or choose a security question

Where are you from?

Country/region

United States

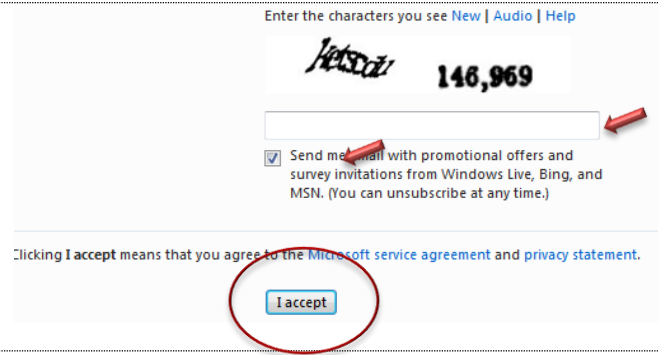
ZIP code

7. Fill in the characters on the screen in the box

(they will be different than the example)

Uncheck the email promotion box (optional)

Click **I accept**



OPTION 2 CREATE A MICROSOFT ACCOUNT USING YOUR OWN EMAIL ADDRESS

1. Go to <https://signup.live.com/>



2. Fill in your

- **Email address**
- **Create a password**
- **Retype password**
- **Phone number**
- **First name**
- **Last name**
- **Country/region**
- **Zip code**
- **Gender**
- **Month, Day, and Year of birth**

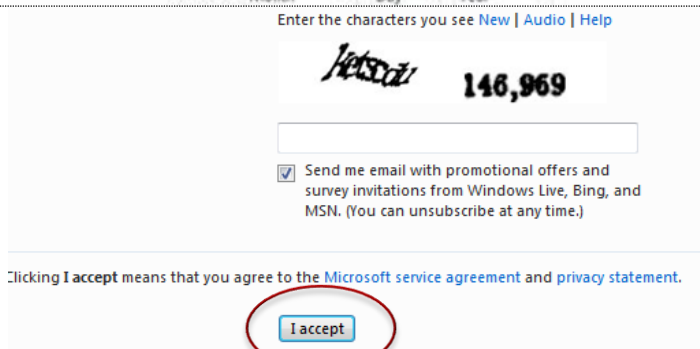


3. Fill in the characters on the screen in the box

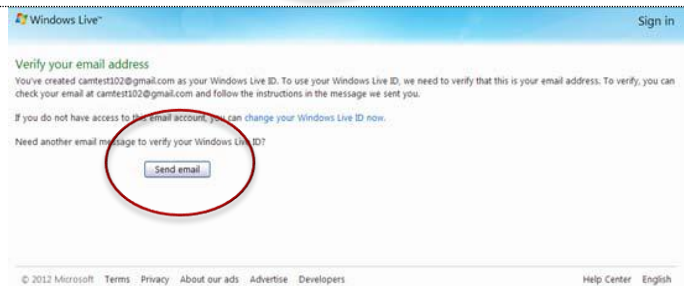
(they will be different than the example)

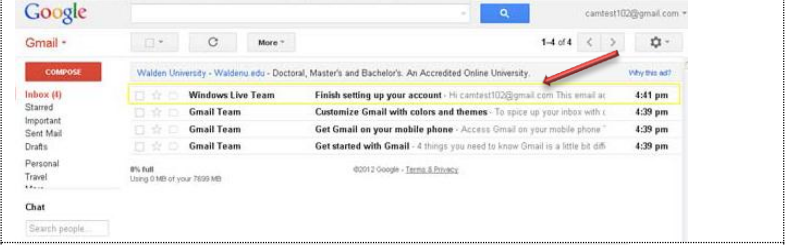
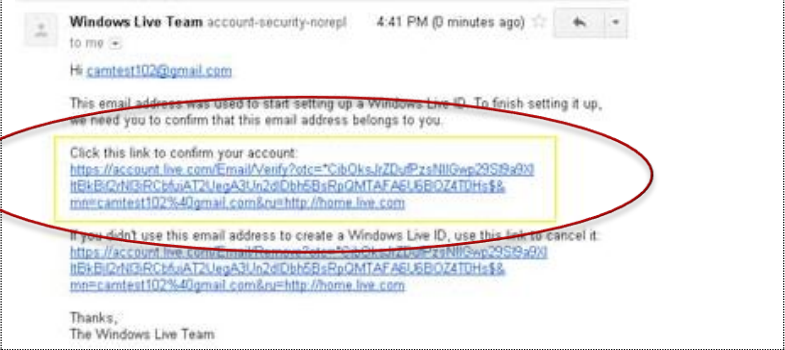
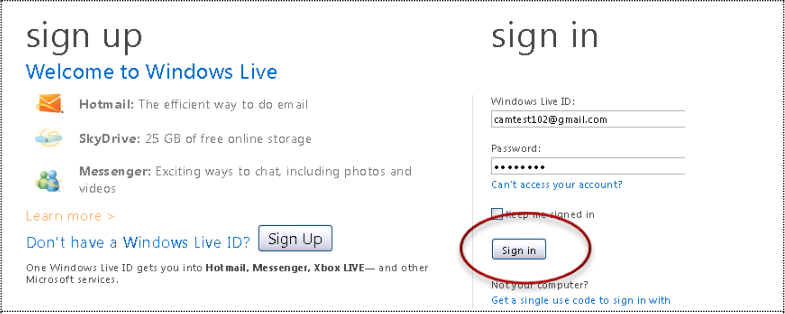
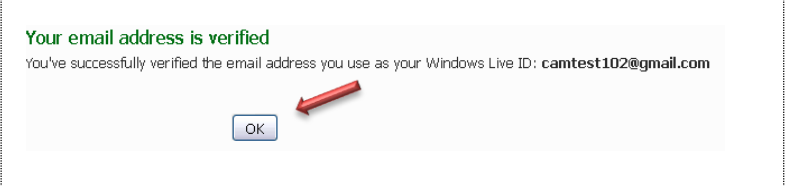
Uncheck the email promotion box (optional)

Click **I accept**



4. Verify the email address and then click **Send email**



<p>5. Go to the email account you just registered to view your verification email from the Windows Live Team</p>	
<p>6. Click this link to confirm your account to finish setting up your account</p>	
<p>7. Enter your Windows Live ID and password then click Sign in</p>	
<p>8. Click OK</p>	

REGISTER YOUR EMAIL ADDRESS

1. Give only the email address to your manager. **Do not** give your manager your password.

Note: McDonald's will never be able to see your password, have access to your e-mail account, or access your Facebook account if you used your Facebook email address.

Note: Do not share your email address or password with other crewmembers

2. Twenty-four hours after your manager sets up your Global AM Account, you will be able to log into the McDonald's application(s) identified by your manager.
3. Your email address is your new **McDonalds CrewID**.