



Accessing Tidemark

This document contains information on accessing the Tidemark system:

- Overview and Tidemark URL
- Tidemark Tips
- Logging In
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- Logging Out



Overview:

Tidemark, like Workday, is accessible from anywhere (with an Internet connection) at any time because it is hosted in the cloud.

You can access Tidemark using a computer/laptop and a traditional web browser (like Internet Explorer, Google Chrome, or Mozilla Firefox). *Through testing it has been found that Google Chrome may work the best with Tidemark. If you do not have Google Chrome installed on your Masonic Villages' computer please contact the IT Help Desk to have it installed.*

You may also access Tidemark using a supported mobile device (smartphone or tablet) with a supported mobile browser. While currently there is not a dedicated mobile app for Tidemark, the system is optimized for use on a mobile device.

The URL for accessing the Masonic Villages' Tidemark system is the same for both traditional web browsers and mobile web browsers:

<https://masonic.tidemark.net>

Tidemark Tips:



SCREENS WITHIN THIS DOCUMENT ARE FOR DEMONSTRATION AND TRAINING PURPOSES

All screens, within Tidemark, are security driven. What you see on your screens within the system may differ slightly than what is shown on the screens within this document.

DATA AGE

Actuals data within the panels is refreshed according to a schedule set by the Finance department.

- All general ledger information is refreshed daily as part of an overnight process.*
- All payroll data is refreshed the morning of the day before the check date. For example, payroll data for a check date of 11/07/2014 would be available in Tidemark the morning of 11/06/2014 for managers to review.*



Logging In:

Once you are the Masonic Villages' Tidemark Login screen enter your credentials:

Username: your Masonic Villages' e-mail address

Password: your Tidemark password (the first time you login you will use a temporary password which you will be prompted to change)

Once your credentials have been entered click [Sign in](#).

If you do not remember your password for Tidemark click [Forgot password](#). You will be asked to enter your Masonic Villages' e-mail address to have a temporary password sent to your Masonic Villages' e-mail account.

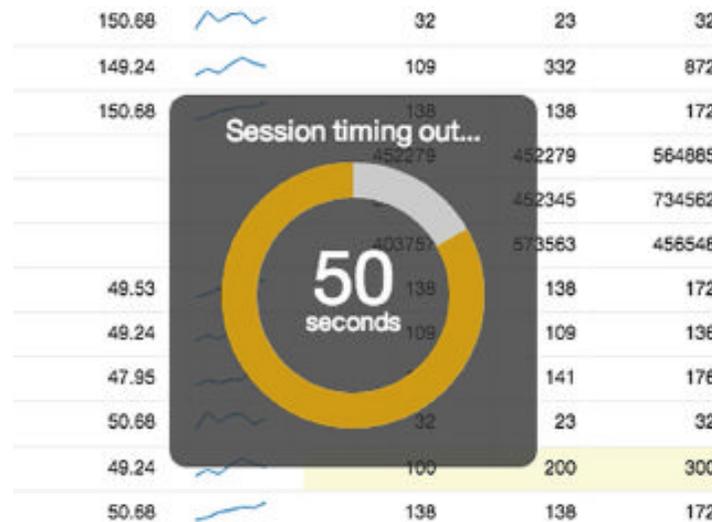


Once you are logged into Tidemark you will be at the main page. See the Navigating Tidemark document for instructions relating to navigating to the panels where you can do analysis and reporting.

Session Timeout:

To protect the Masonic Villages' Tidemark environment your session will time out after a period of inactivity. You will see a countdown notification on the Tidemark screen (see image below) if your session is about to expire.

Either continue using Tidemark or sign out of the system.



Logging Out:

The best way to log out of the Tidemark system is to click your **profile icon** (in the lower-left corner of the Tidemark window). Choose **Log Out** from the menu that appears.

You may be prompted with a question asking "Are you sure you want to leave this page?" Click the option listed as "Leave this page". You will then be back at the Tidemark login screen.

To further confirm that you are logged out of the Tidemark system close your browser.

