# How to Enroll Fingerprint (Advanced Clock)

Please note that the ability to enroll fingerprints in the ZKTeco US15 time clock requires **Registrar or Super Admin** access.

1. **Ensure that the time clock is turned on.**
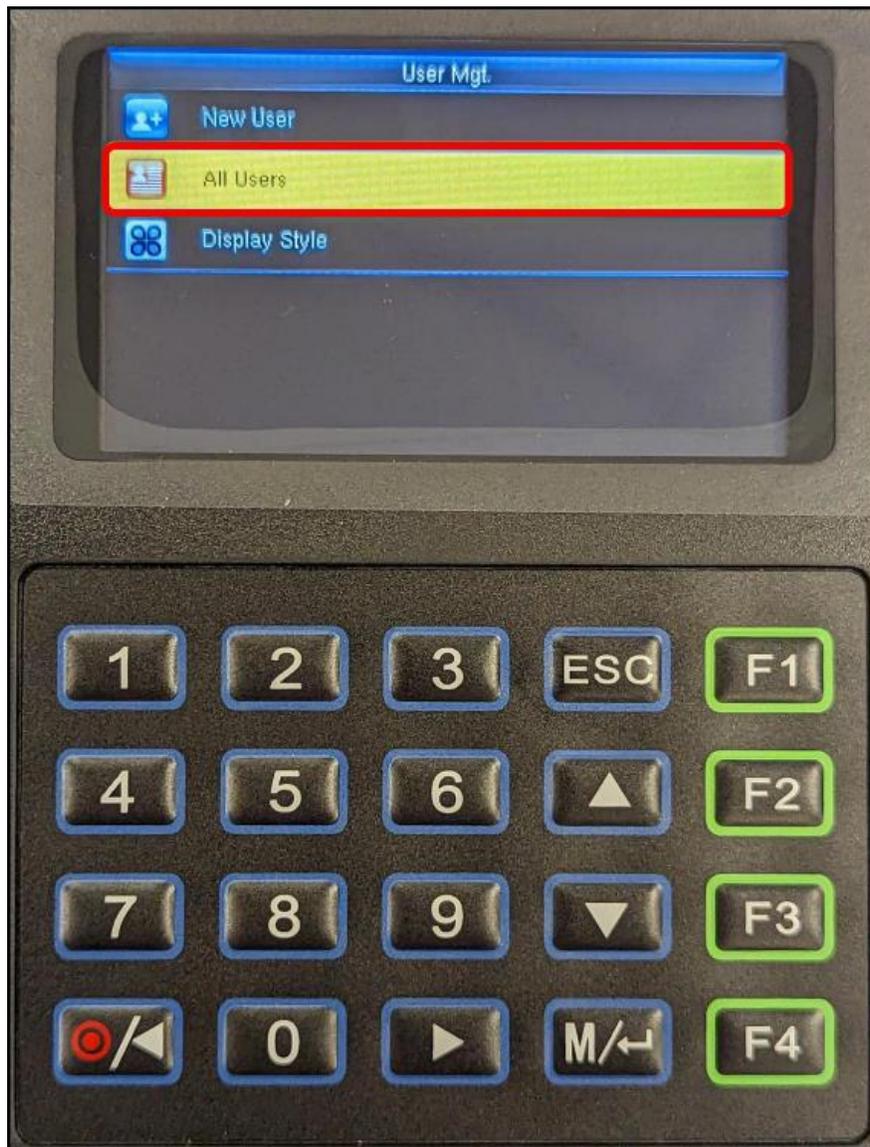
2. **Navigate to the Main Menu.**

3. **Authenticate Yourself** – Authentication is required any time the Main Menu is accessed. Enter your User ID/Clock ID along with your password and click Enter.
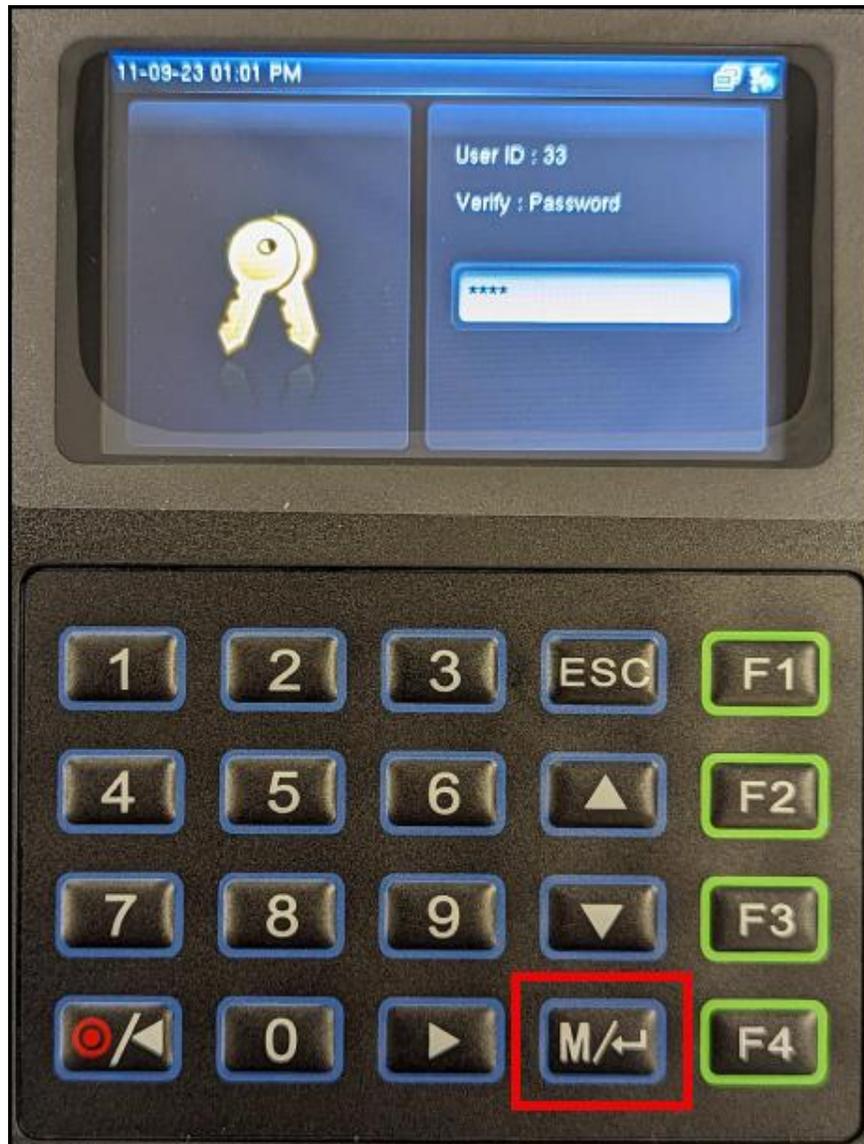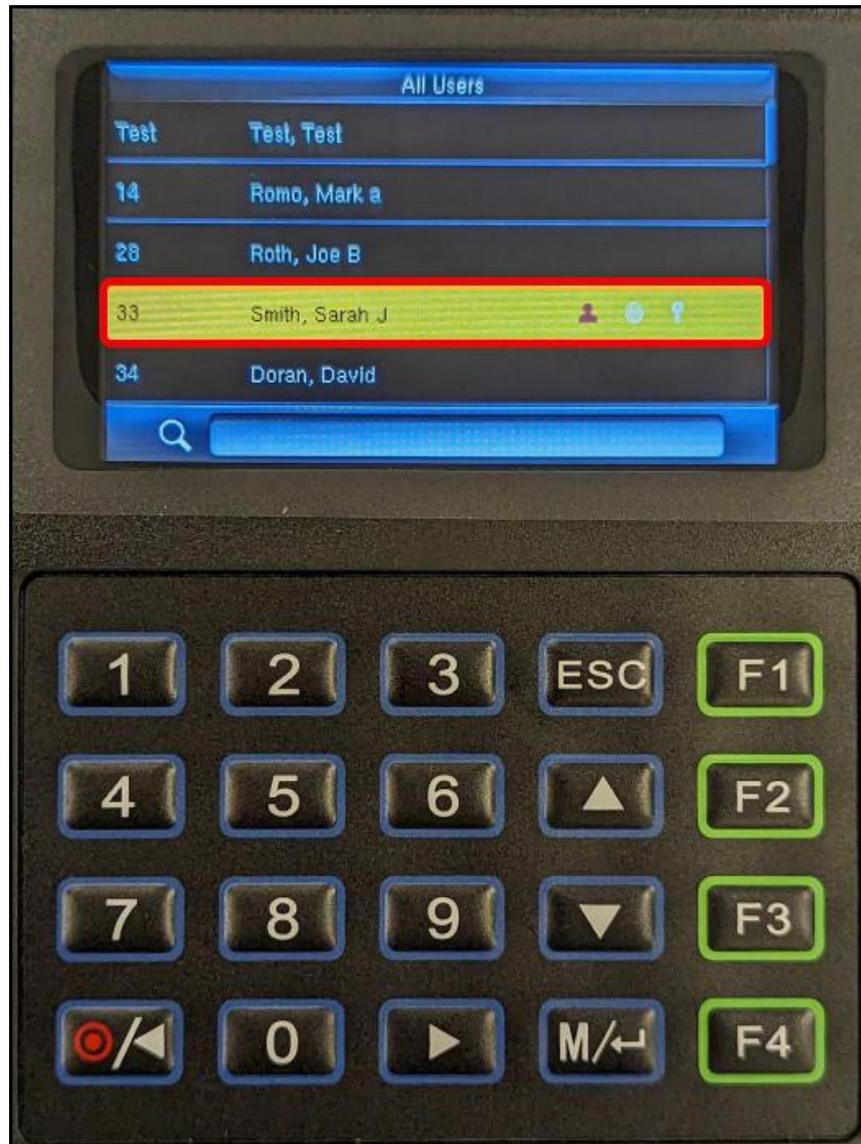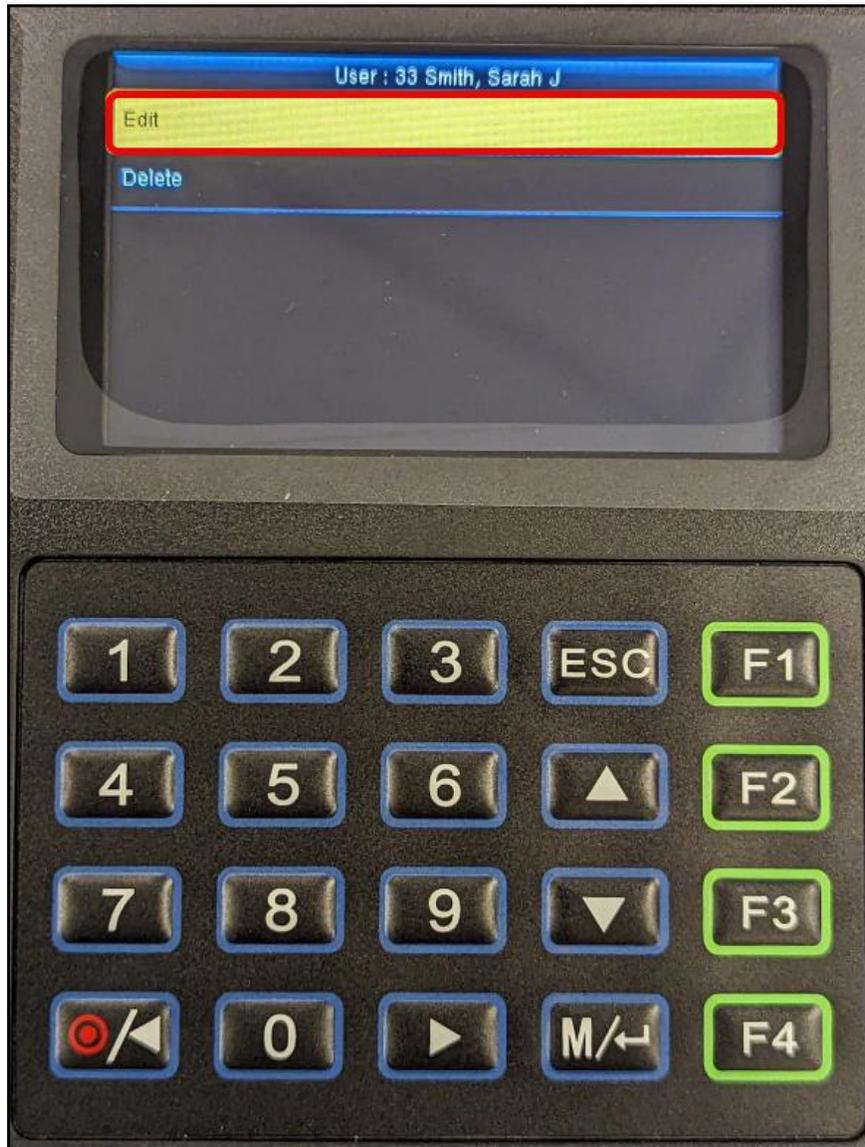
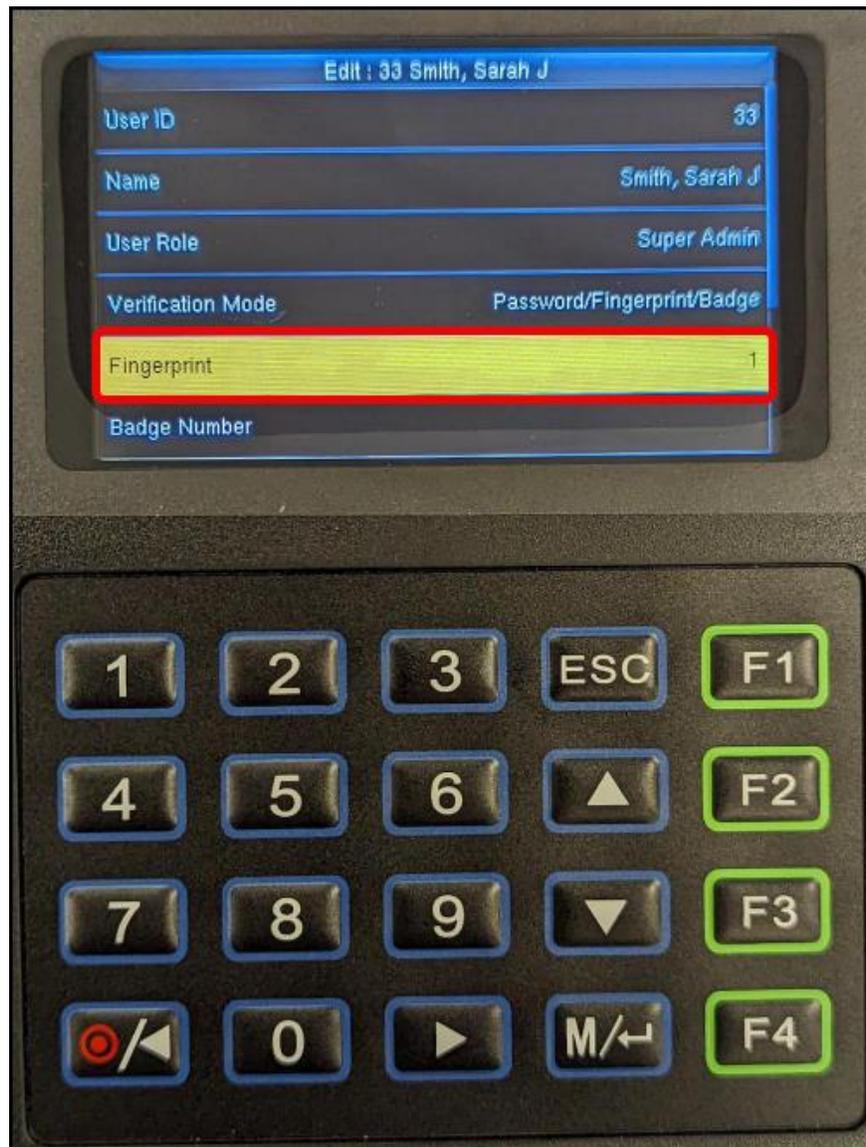4. **Select User Management**

5. **Select All Users**

6. **Search Employee** – Search for the employee you wish to enroll by their User ID/Clock ID.

7. Edit Employee

8. **Select Fingerprint**

9. **Select Finger** – This screen will display a visual of both the right and left hands, with fingers labeled numerically. Using the keypad, click the number that corresponds with the finger you wish to enroll and then click "**Enter**".

10. **Scan Finger** – Following the directions provided on the screen, scan the finger three times until it is successfully enrolled.

11. **Test Punch** – Have the employee record a punch via fingerprint to confirm whether the print will be accepted by the scanner.