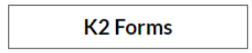
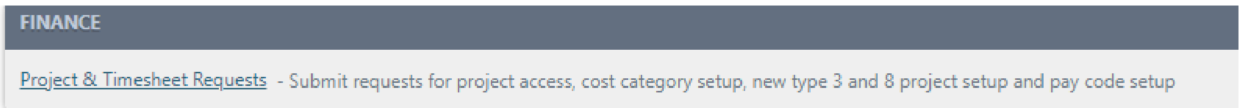
# Project Coding Access for Timesheet

1. Open Powerline in your web browser https://powerline.ntpc.com/
2. On the right-hand side Choose "K2 Forms"

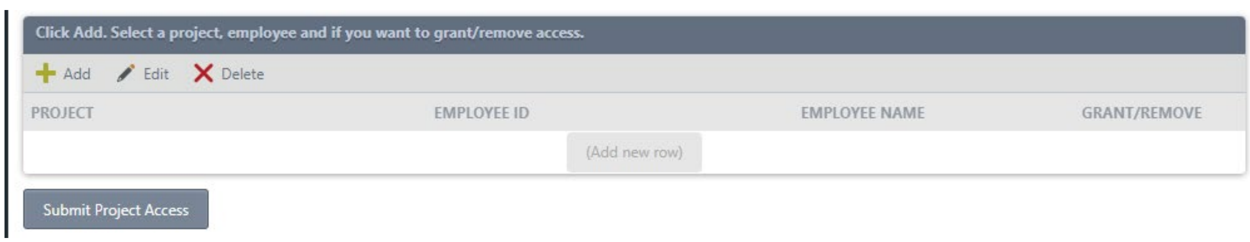



3. Under Finance choose Project and Timesheet Requests

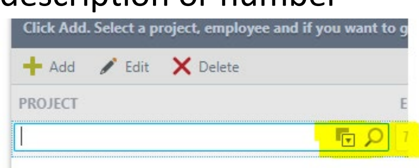


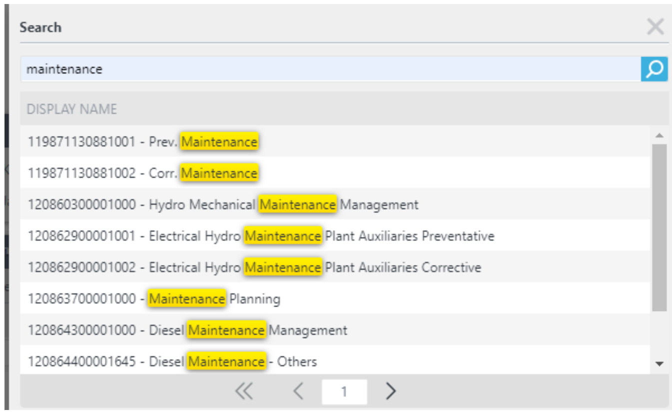

4. Select Project Access from the 4 bubbles


Select Add and you should see the following:



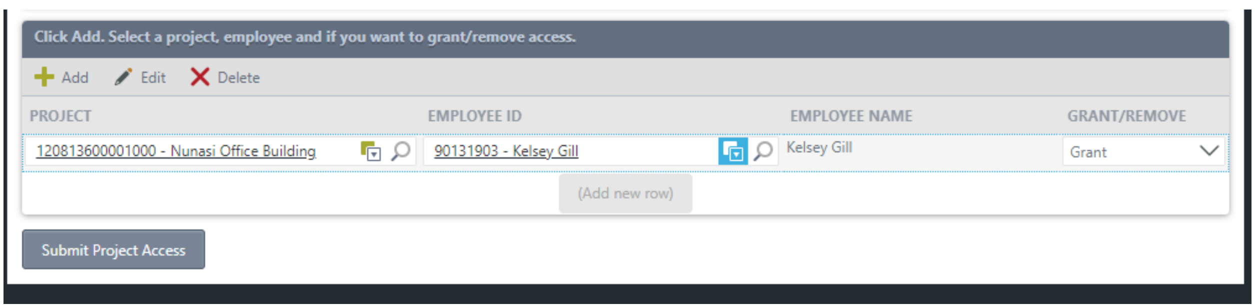

5. Select the spy glass if you do not know your project code and search by description or number






Select the project number you require and move to the next box entering your name or employee ID. If you enter your name, it will automatically pull your employee ID and Name.

Use the drop-down menu to Grant or Remove access to the code you entered. When you are finished it should look like the below:




6. Finally select Submit Project Access and your form will be sent to the Timesheet email account for actioning. You will receive an email indicating that it was completed.

The form is easy to use and ensures that all information is accurate and included.