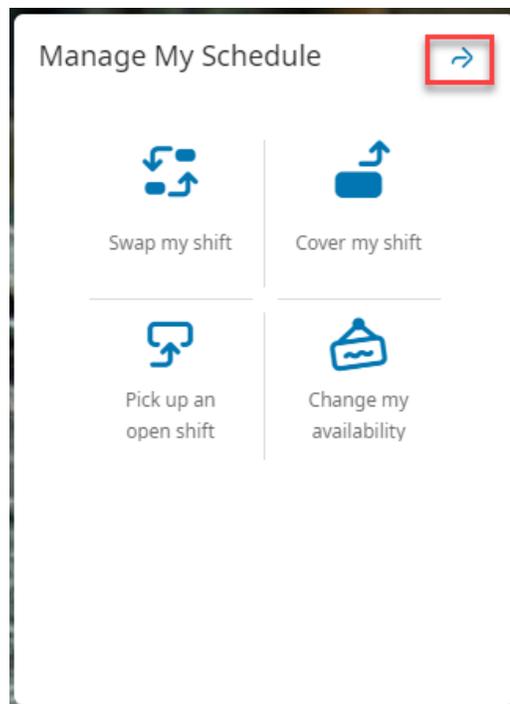## Choosing Preferred Shifts with a Calendar View by Month

You can now see the calendar view when you're choosing your preferred shifts. You have to select a particular month, **Review** and **Submit**, then hit **OK** to save that month's shifts. **Then** repeat that process for the next month.

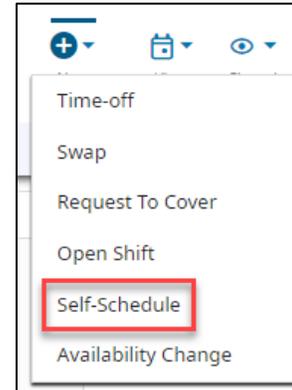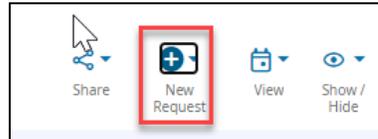To self-schedule using a calendar view:

View My Schedule

- From the Homepage go to the **Manage My Schedule** tile and click on the arrow [→] in the upper right hand, corner to **View My Schedule**.
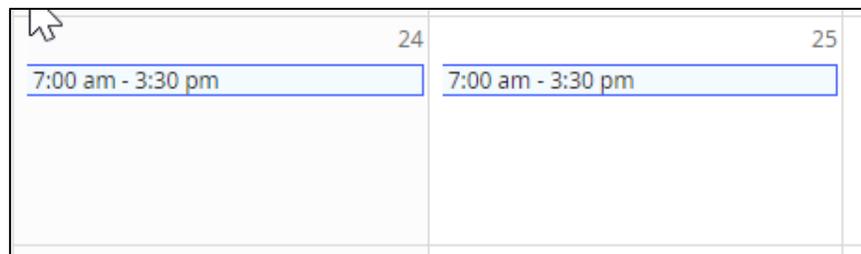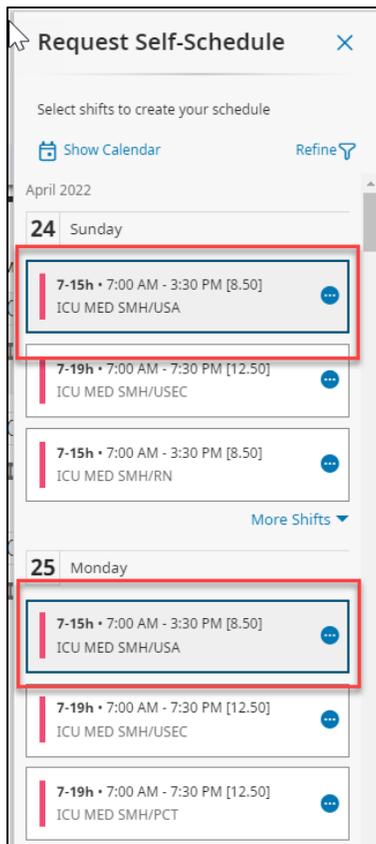
This will bring you to a calendar view of your schedule. From here:

- First Select the **Month** you would like to view/schedule
- Click **New Request** and select **Self-Schedule**

Select Preferred Shifts

A **Request Self-Schedule** window will open with a list of available shifts. Click on the desired shifts and they will appear in the calendar.

Review and Submit Self-Schedule Request

Review the requested shifts and **Submit**.

After you Submit, you will see **Self Schedule Request** listed to the right of your calendar view and the shifts will appear in pink in the calendar.