

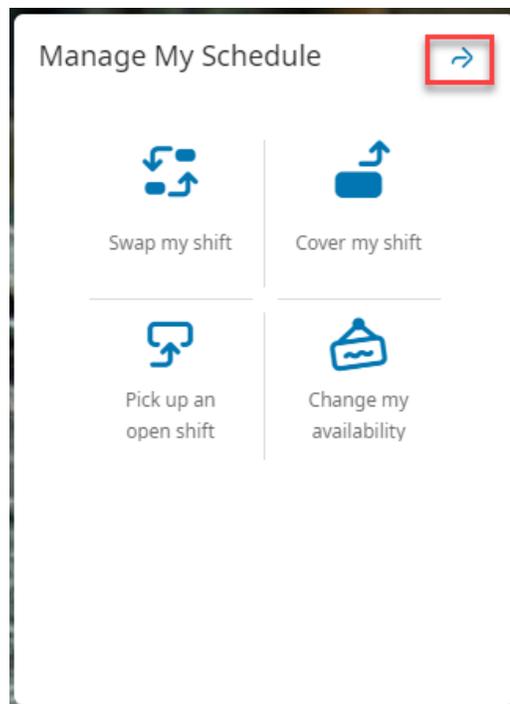
Choosing Preferred Shifts with a Calendar View by Month

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

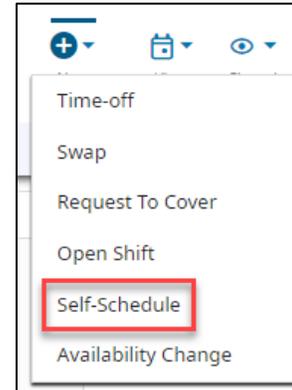
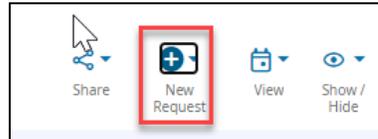
- From the Homepage go to the **Manage My Schedule** tile and click on the arrow  in the upper right hand, corner to **View My Schedule**.



Self-Schedule using Calendar View

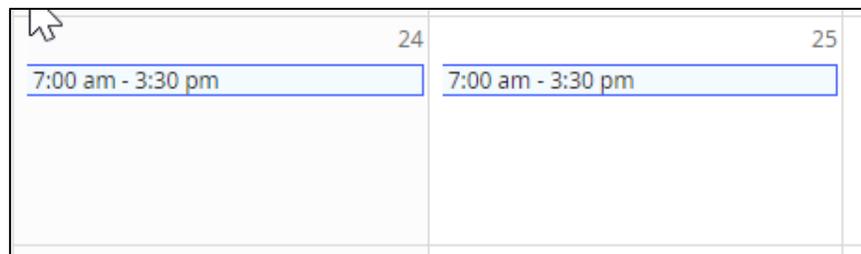
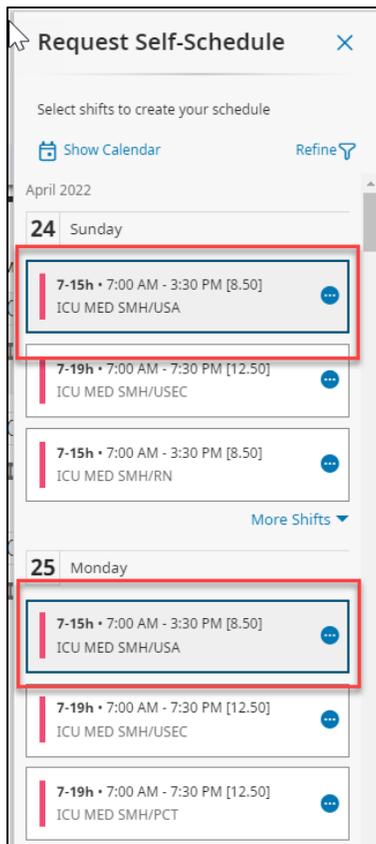
This will bring you to a calendar view of your schedule. From here:

- 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**.

W1 [2] W2 [0] W3 [0] W4 [0] Total Hours [17.00]
W5 [0] W6 [0] W7 [0] W8 [0]

[Cancel](#) [Review](#)

Request Self-Schedule ✕

[Show Calendar](#) [Edit Request](#)

W1 4/24 - 4/30 Shifts [2] Hours [17.00]

- 7-15h • Sun 4/24, 7:00 AM - 3:30 PM [8.50] ICU MED SMH/USA
- 7-15h • Mon 4/25, 7:00 AM - 3:30 PM [8.50] ICU MED SMH/USA

W2 5/01 - 5/07 Shifts [0] Hours [0.00]
W3 5/08 - 5/14 Shifts [0] Hours [0.00]
W4 5/15 - 5/21 Shifts [0] Hours [0.00]
W5 5/22 - 5/28 Shifts [0] Hours [0.00]
W6 5/29 - 6/04 Shifts [0] Hours [0.00]
W7 6/05 - 6/11 Shifts [0] Hours [0.00]
W8 6/12 - 6/18 Shifts [0] Hours [0.00]

[Cancel](#) [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.

Events **Requests**

Self Schedule Request ⋮

Changes can be made before 4/23/2022 11:59 PM

Total number of shifts [2]
Shifts Per Week
W1 [2] W2 [0] W3 [0] W4 [0]
W5 [0] W6 [0] W7 [0] W8 [0]
Scheduled Hours [17.00]

[Edit Request](#)

24 25

7-15h 7-15h