



# Manage My Schedule

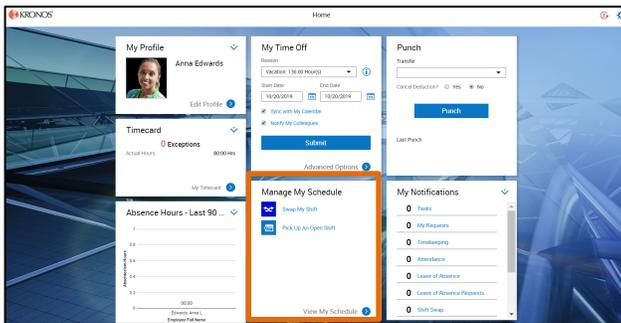
This job aid explains how you can review your schedule from the Home page and take common actions as an employee.

## About Manage My Schedule Tile

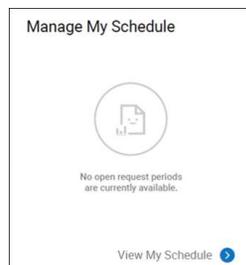
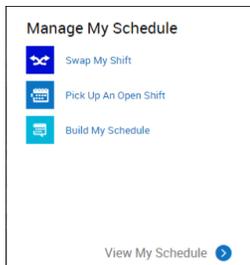
- Having a single place to access all requests allows easy access and increases an awareness of the requests that you can submit.

## Review My Schedule

1. From your Home page, locate the **Manage My Schedule** tile. If you do not see it, click the **Tile Library**  icon (in the upper right corner) and select the Manage My Schedule tile. Then click **Apply**.



2. The list of requests in the tile are dynamic, meaning that you only see the requests that are open and available to you.
3. If you do not have any requests available to you, you will see a blank tile.



4. Click **View My Schedule** to be directed to your Calendar where you can view all the shifts you have been assigned to work or have been approved to work.

