Editing a My Self-Schedule Request
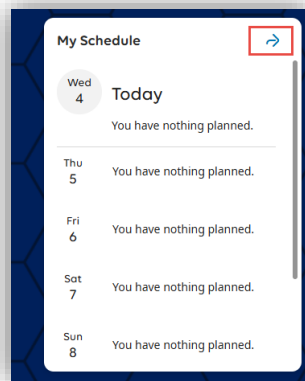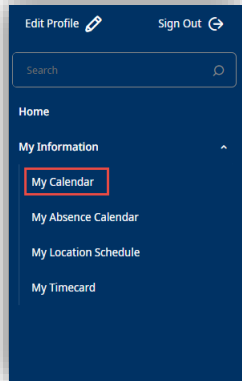
How to Edit a My Self-Schedule Requests
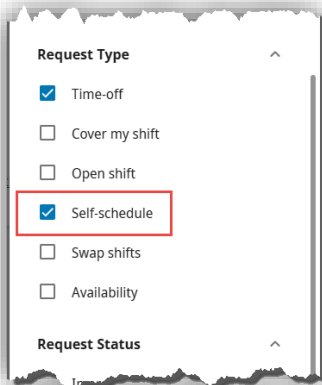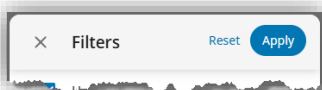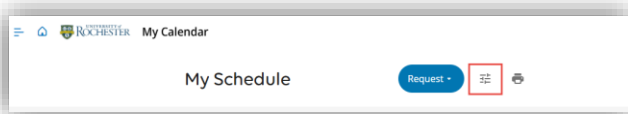As always, employees are able to edit their requests until the period has been closed.

1. Click **Main Menu** > **My Information** > **My Calendar** OR use the arrow on the **My Schedule** tile to navigate to **My Calendar**
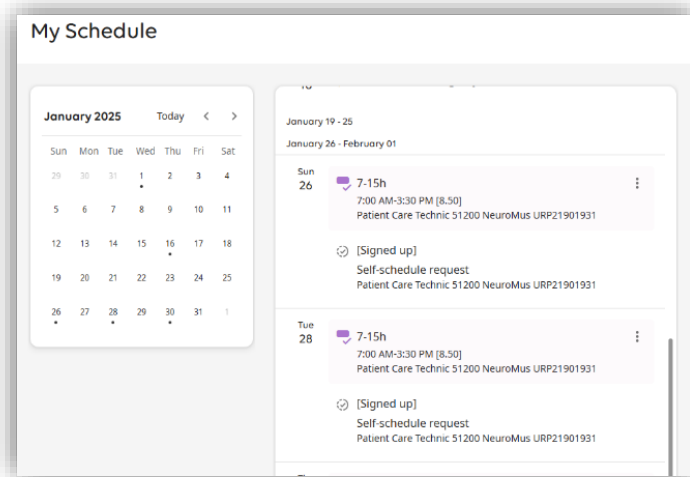

OR

2. Click **Filter** and select the type of items to view in the calendar. Ensure the *Self-Schedule* option is checked in the filter.
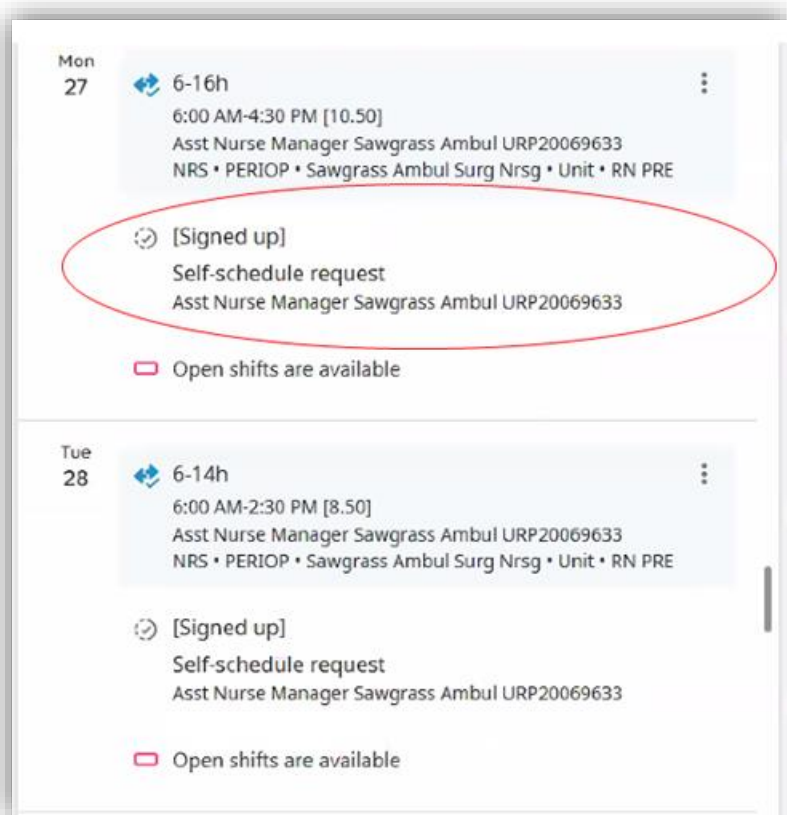

3. Click **Apply**.

After submitting a schedule, it will display as seen below in the **My Schedule** area.

4. Navigate to the Calendar timeframe submitted and locate the self-schedule request by clicking on the day or scroll through the list.
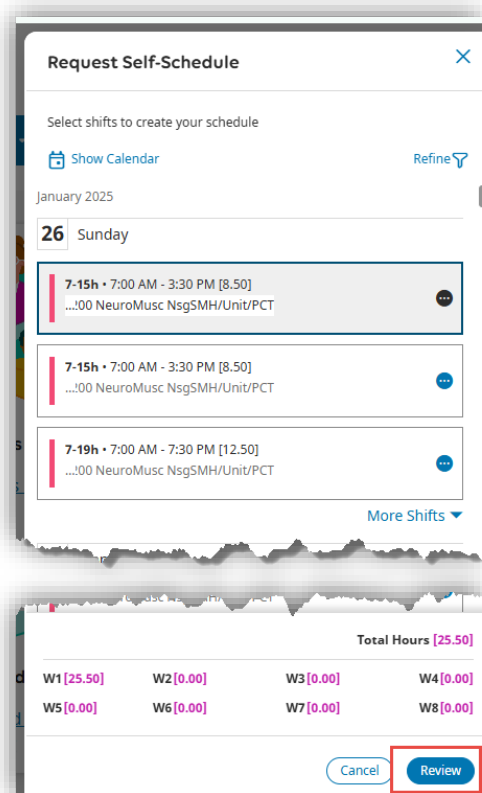

5. Select the request (example below). Once selected, it will then give an option to edit the request.

6. Select **Edit Request** to make any necessary changes. Select or deselect shifts as desired. Note: You can edit your **full** request/**full** scheduling window here.
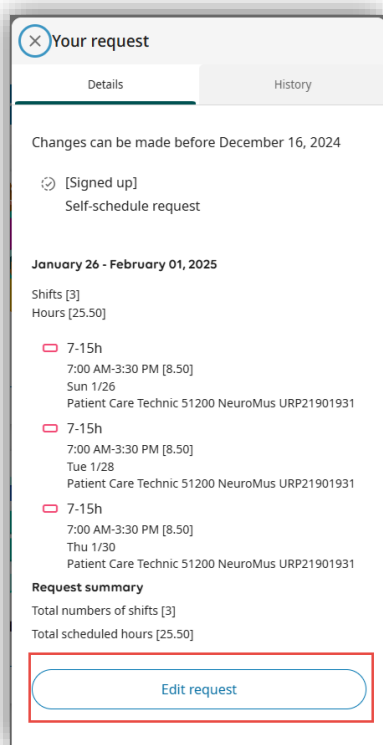
7. Select **Review**

8. Select **Submit** when done or click **Edit Request** to continue modifying.

Request Self-Schedule

📅 Show Calendar   Edit Request

W1 1/26 - 2/01   Shifts [3] Hours [25.50]

7-15h • Sun 1/26, 7:00 AM - 3:30 PM [8.50]   ⋯
...l 200 NeuroMusc NsgSMH/Unit/PC

7-15h • Tue 1/28, 7:00 AM - 3:30 PM [8.50]   ⋯
...l 200 NeuroMusc NsgSMH/Unit/PC

7-15h • Thu 1/30, 7:00 AM - 3:30 PM [8.50]   ⋯
...l 200 NeuroMusc NsgSMH/Unit/PC

Cancel   Submit