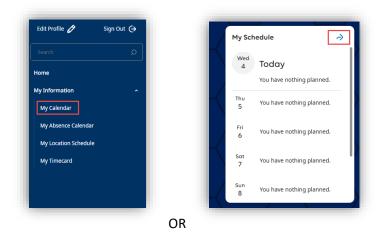


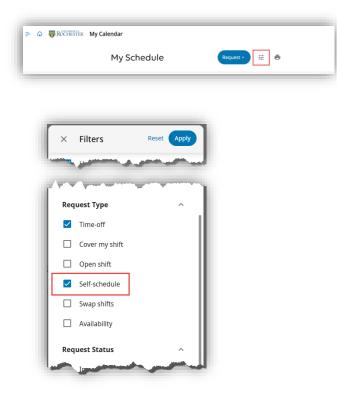
How to Edit a My Self-Schedule Requests

As always, employees are able to edit their requests until the period has been closed.

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



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



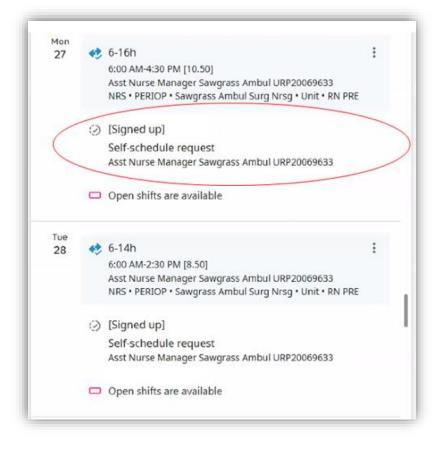
3. Click Apply.

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

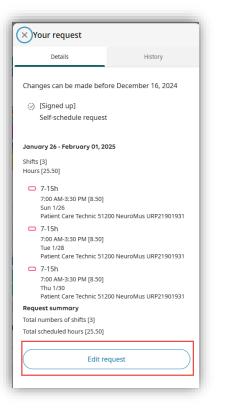
4. Navigate to the Calendar timeframe submitted and locate the self-schedule request by clicking on the day or scroll through the list.

							- 19		
January 2025		Today < >			>	January	19 - 25		
Sun	Mon	Tue	Wed	Thu	Fri	Sat	January	26 - February 01	
29	30		1	2	3	4	Sun 26	7-15h 7:00 AM-3:30 PM [8.50]	:
5	6	7	8	9	10	11		Patient Care Technic 51200 NeuroMus URP21901931	
12	13	14	15	16	17	18		 [Signed up] 	
19	20	21	22	23	24	25		Self-schedule request Patient Care Technic 51200 NeuroMus URP21901931	
26	27	28	29	30	31		Tue	_	
							28	 7-15h 7:00 AM-3:30 PM [8:50] Patient Care Technic 51200 NeuroMus URP21901931 	:
								 [Signed up] 	
								Self-schedule request Patient Care Technic 51200 NeuroMus URP21901931	

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

	elf-Schedule		>
Select shifts to	create your schedu	le	
Show Cale	ndar		Refine \
anuary 2025			
26 Sunday			
	0 AM - 3:30 PM [8.50 Musc NsgSMH/Unit	-	•
	0 AM - 3:30 PM [8.50 Musc NsgSMH/Unit		•
	0 AM - 7:30 PM [12.5 Musc NsgSMH/Unit		•
			More Shifts 🔻
	and the second second	المد المر	
	لى الله مطلطه	and a second	
		Т	otal Hours [25.5
W1[25.50]	W2[0.00]	W3[0.00]	W4[0.0

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

