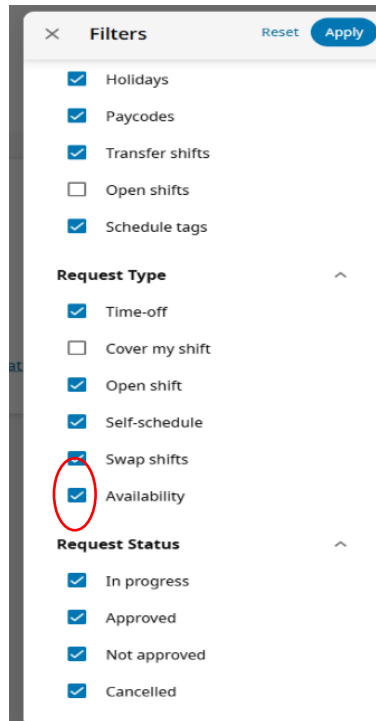
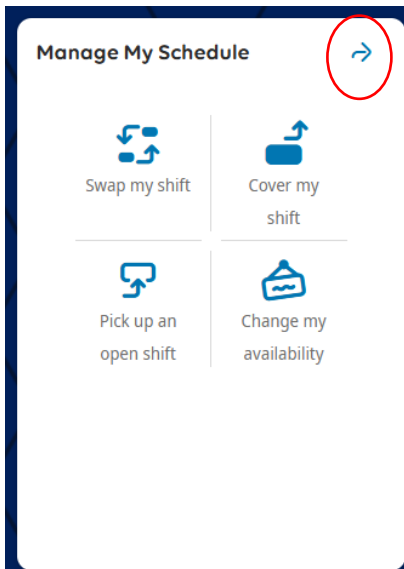




View and Change My Availability

- Select the Manage My Schedule/My Schedule Tile and click the arrow in the upper right.
- Select the Filter icon and verify Availability is selected. Select if not already selected.
- Any Availability preferences that you have previously communicated will display.
- To submit an availability request, select the **Request** button.



My Schedule

Request button circled in red

March 2026

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

Today
Nothing matches your filters.

March 15 - 21

Fri 13 [Approved]
UR Vacation (8:00 AM-4:00 PM)

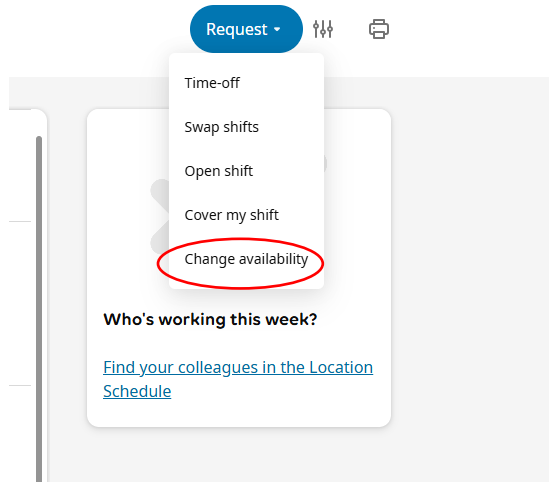
March 22 - 28

Fri 27 [Submitted]
UR Vacation (8:00 AM-12:00 PM)

Who's working this week?
[Find your colleagues in the Location Schedule](#)



- Select **Change availability**



- Select the days on your Calendar. Once all dates are selected, select **Next**.
- From the Status drop-down list, select the availability type: Unavailable or Available.
- Adjust the times.
- Select **Review**, then **Submit**

