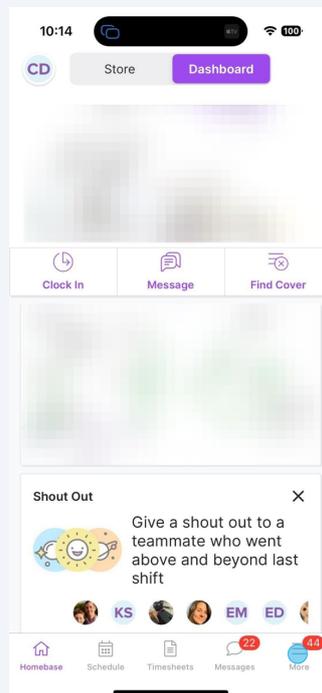


Changing Your Availability

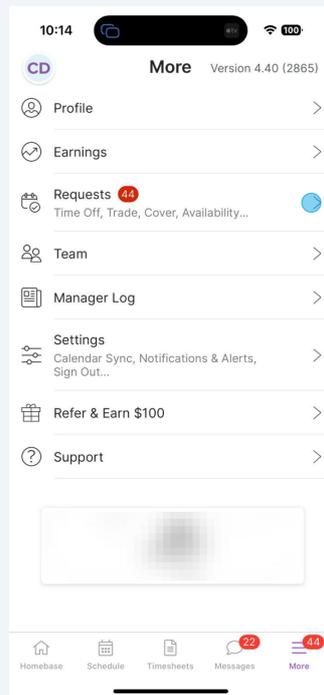


1 Click More



2

Click requests



3 Select Availability



No new requests

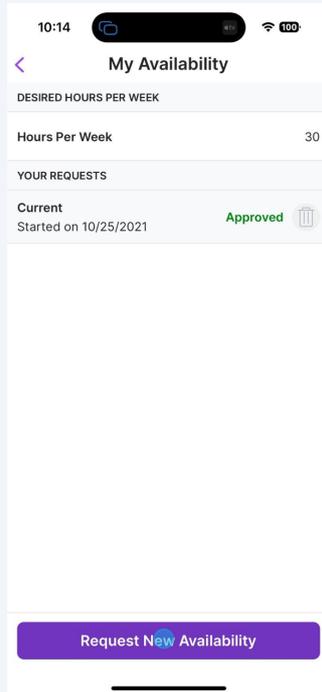


Open Shifts
1 Needs Reply

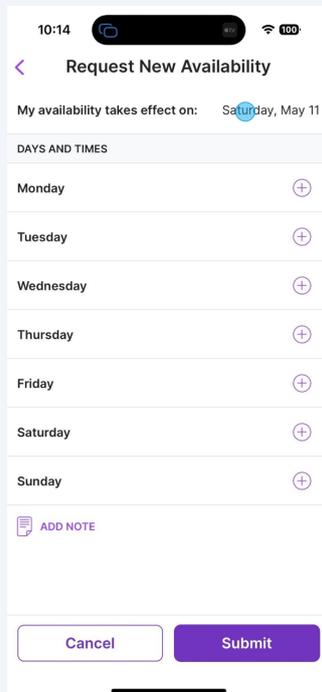


Availability
No new requests

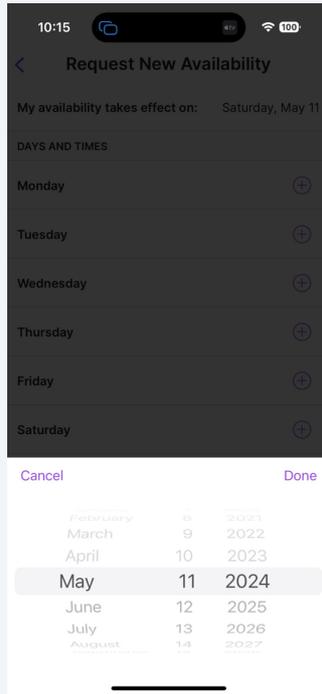
4 Select request new availability



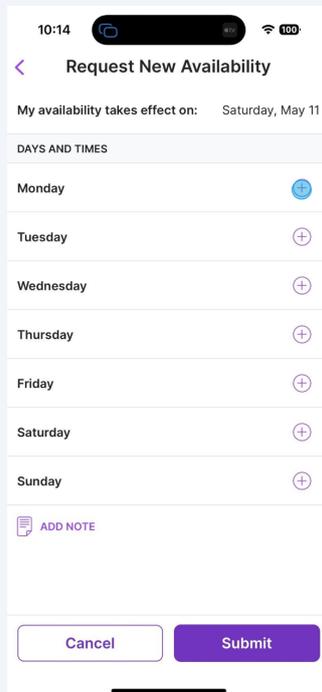
5 Select "My Availability takes effect on"



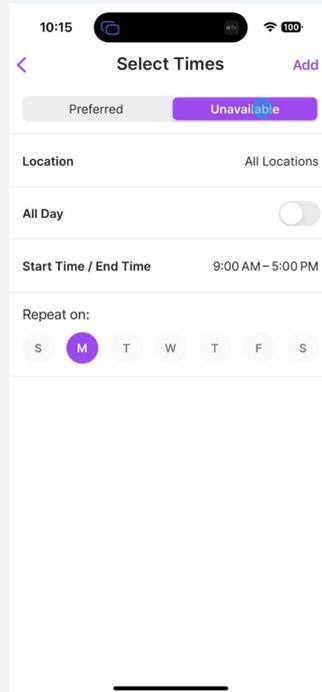
6 Select the first day you are not in school



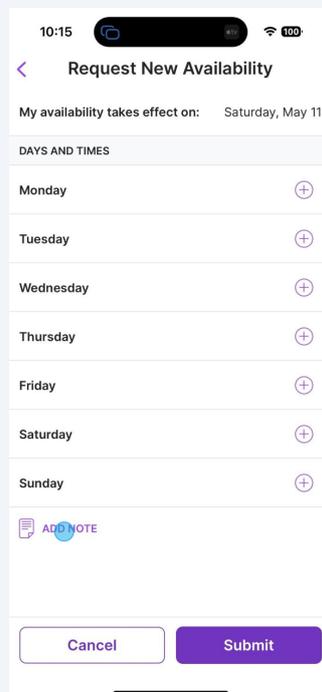
7 Select a day to enter availability



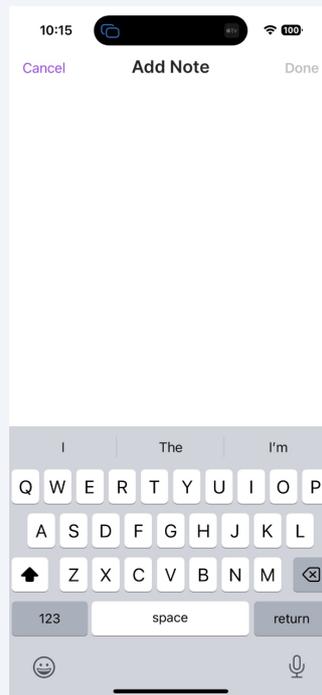
8 Select preferred or unavailable as needed and enter your time



9 Select "Add Note"



10 Enter a reason for any time you have marked yourself as unavailable.



Your availability should reflect a standard week when you are, or are not available to work. Any one time events will still need to be a time off requests.

11

Select Submit

The screenshot shows a mobile application interface for requesting new availability. At the top, the status bar displays the time 10:15, signal strength, Wi-Fi, and 100% battery. The app title is "Request New Availability" with a back arrow on the left. Below the title, it states "My availability takes effect on: Saturday, May 11". A section titled "DAYS AND TIMES" contains a list of days from Monday to Sunday, each with a plus sign icon to its right. Below this list is an "ADD NOTE" section with a document icon and a blue circle. At the bottom, there are two buttons: "Cancel" and "Submit".

10:15

< Request New Availability

My availability takes effect on: Saturday, May 11

DAYS AND TIMES

Monday (+)

Tuesday (+)

Wednesday (+)

Thursday (+)

Friday (+)

Saturday (+)

Sunday (+)

ADD NOTE

Cancel Submit