SCHEDULE SOURCE CALENDAR/SWAP BOARD

New Schedule Source Update

- Your work schedules are available through Schedule Source.

- Use to find a substitute for a work shift posted to the swap board.

- Can be accessed at anytime through any device that has an internet connection.

My Calendar

Step 1- Log on to your personal portal

Code: The location where you work

Username: Your Net ID (the first part of your ISU email address)

Password: What you used when you made your application

Calendar ▾

| | Today ◀ ▶ | 📅 January, 2020 | | | | Day | Week | Month | List |

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	01	02	03	04
05	06	07	08	09	10	11
12	13 ☑ 9am - 3pm	14	15 ☑ 9am - 3pm	16	17 ☑ 9am - 3pm	18
19	20 ☑ 9am - 3pm	21	22 ☑ 9am - 3pm	23	24 ☑ 9am - 3pm	25
26	27 ☑ 9am - 3pm	28	29 ☑ 9am - 3pm	30	31 ☑ 9am - 3pm	01
02	03 ☑ 9am - 3pm	04	05 ☑ 9am - 3pm	06	07 ☑ 9am - 3pm	08

My Calendar

The landing page after logging in will be defaulted to the My Calendar. This is where you will see your schedule for the entire semester.

Putting a shift on the swap board

Step 1- Click on the Swap Board Tab

Once you have logged in you will be taken to your calendar. The swap tab is located in the top left middle section of the screen. Click on it to bring up the swap board.

Step 2- Adding a shift to the swap board

This is the swap board page. By selecting a date from the calendar at the top of the screen, you can bring up your shifts along with shifts that are available to pick up that day.

Step 2 continued…

Make sure to have the **two sections** with red arrows pointing at them **selected.** To place a shift on the swap board click on swap (its in a white box underneath the "actions" heading). Once you click on the swap button a box will appear in the middle of the screen. You will have to select a "reason" from the drop down list. Click on the "Save" button.
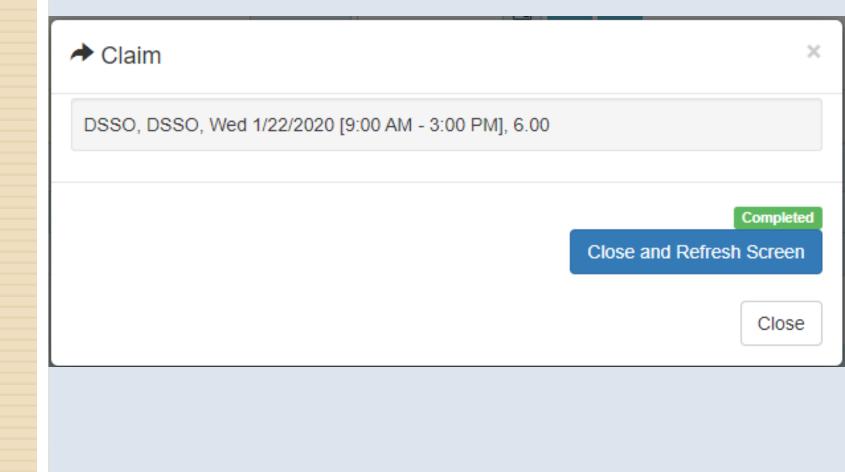
How to pick up a shift

Shift

Step 1- Available shifts

The **available shifts** for you to pick up are listed under the "Available" heading.

To **pick up a shift** click on the "check" or "check trade" link under the action column.

Step 2- Claiming a shift

When you click on "check", this box will appear on your screen. If you do not have any conflicts you will be able to select the "claim" button.

Step 2 continued…

Once you have added the shift, the box will refresh and it will say "Completed".

You will need to click on the "close and refresh Screen" button in order to add the shift to your schedule.

SWAP SUCCEEDED !