Checking Your Schedule

- Access Services uses WhenToWork to schedule daily tasks
- Schedules are published on a weekly basis and cover Thursdays through Wednesdays
- Staff are notified via email when schedules are published or changed
- If you notice problems with your schedule, please email Carlos/supervisor

How to View Your Schedule

1. Go to www.WhenToWork.com and click “Sign In” at the upper right corner.
2. Type in your username and password and again click the “Sign In” button, just below your password.
3. From the list of options at the center of the home page, click “Show My Schedule” at the top.
4. On this page, you’ll be able to view your schedule for that day in both Calendar View - each day and date listing your various scheduled activities - as well as Graphical View, listing each day of the week, followed by visual blocks of scheduled time.
5. You can change what pay week that you’re viewing using the arrows at the top.

How to View Everybody’s Schedule

1. From the list of options at the center of the home page, click the “Show Everyone’s Schedule” button, located second from the top.
2. From here you’ll be presented with a view of everyone’s schedule. Using the “Everyone’s Schedule” menu options at the top of the page, you can choose to view a specific day, week, or month.
3. Selecting the “Day” option will present you with a Graphical View of the day’s full schedule. This is a useful visual tool for being able to see the amount of coverage for all of the day’s tasks and positions.
   - To view the schedule for specific positions/tasks, click the drop down menu to the top right of the schedule that says “All Positions” and select the schedule you’d like to see.
   - This is useful for a student supervisor on-the-go that needs to double check the student schedule and doesn’t have the physical copy of it readily available.
   - If you’re opening the library, you’ll need to print out the student schedule for that day using this feature.