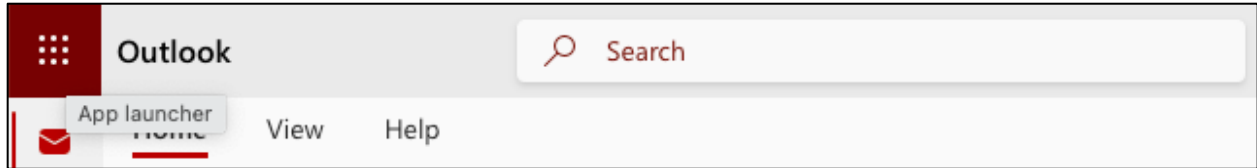
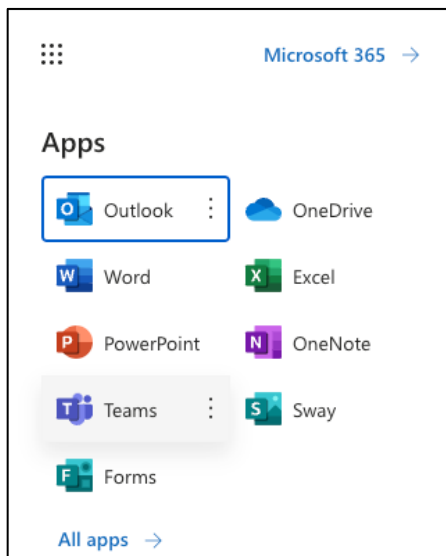


Accessing the Schedule

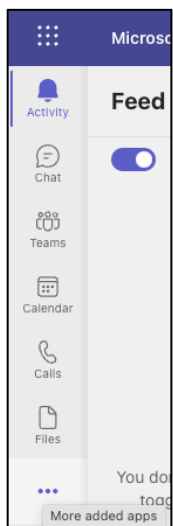
Open your OSU email account in a web browser. Then, select the “App Launcher” icon (the icon with 9 dots in the top left).



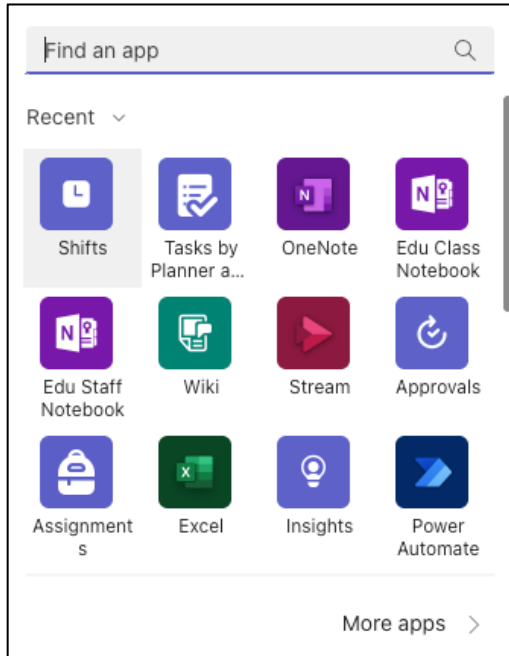
Select Microsoft Teams from the list of available apps.



On the left side, click the “more added apps” icon.



Select Shifts.



Navigate to the first full week of the month the term starts in (January for spring, August for Autumn).

You should see several open shifts. Request the shifts you would like by selecting each 30-minute increment necessary. Each person is required to schedule a minimum of 12 hours per week with a maximum of 20 hours. Shifts must be at least 2 hours (4 consecutive 30-minute time blocks) or longer. Other arrangements are possible but must be pre-approved by Tyler. *Note that longer shifts tend to be scheduled for the window. No promises.*

Please keep in mind that little flexibility will be given for last minute call offs and permanent switches once the semester begins. So, please choose your spots carefully. Be sure to account for any second session classes you may have enrolled in.

