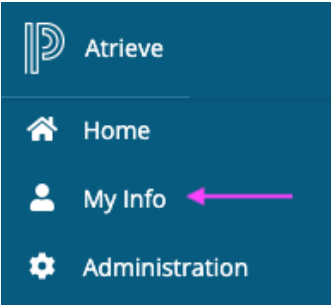
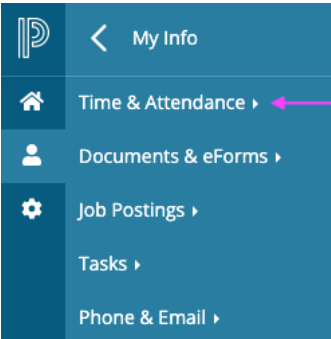
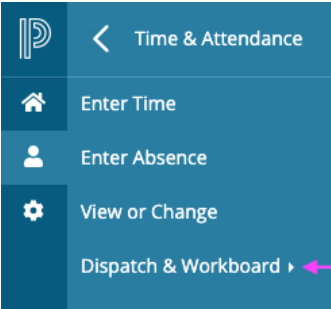


Information Technology for Learning

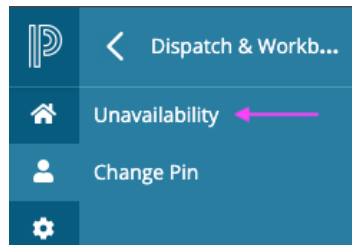
How to update your unavailability in eServices.

The eServices web application is where employees go to complete their timesheets, log absences, review their pay stubs, adjust availability, and more.

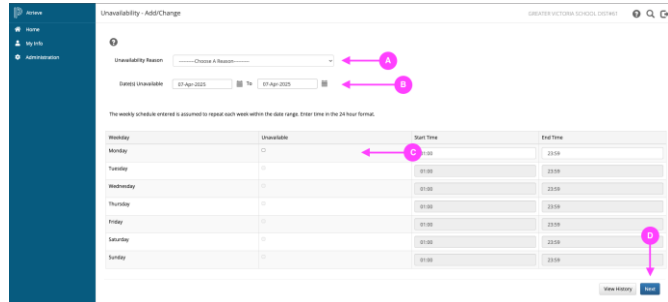
You can login with district credentials [here](#).

<p>1. Click on the My Info button on the left-hand side of the screen.</p>	 <p>A screenshot of the eServices navigation menu. It features a dark blue background with white icons and text. The menu items are: 'Atrieve' (with a 'P' icon), 'Home' (with a house icon), 'My Info' (with a person icon and a pink arrow pointing to it from the right), and 'Administration' (with a gear icon).</p>
<p>2. Click Time & Attendance.</p>	 <p>A screenshot of the 'My Info' sub-menu. It has a dark blue background with white icons and text. The menu items are: 'Time & Attendance' (with a house icon and a pink arrow pointing to it from the right), 'Documents & eForms' (with a person icon), 'Job Postings' (with a gear icon), 'Tasks' (with a right-pointing chevron), and 'Phone & Email' (with a right-pointing chevron).</p>
<p>3. Click Dispatch & Workboard.</p>	 <p>A screenshot of the 'Time & Attendance' sub-menu. It has a dark blue background with white icons and text. The menu items are: 'Enter Time' (with a house icon), 'Enter Absence' (with a person icon), 'View or Change' (with a gear icon), and 'Dispatch & Workboard' (with a right-pointing chevron and a pink arrow pointing to it from the right).</p>

4. Select **Unavailability**.



- 5a. Select a **Reason**
- b. Edit the **Date/s**
- c. Set the **Dates/Times**
- d. **Confirm** Selection



6. **Submit**

