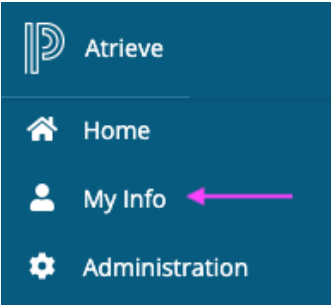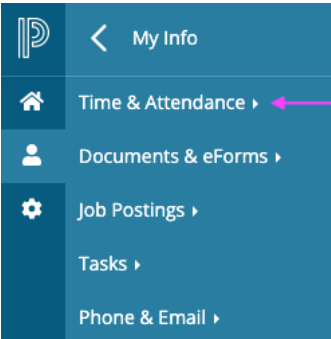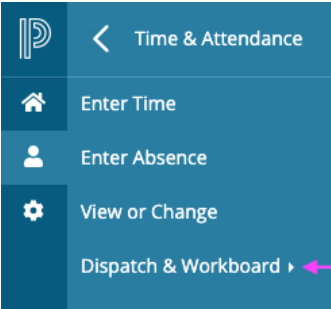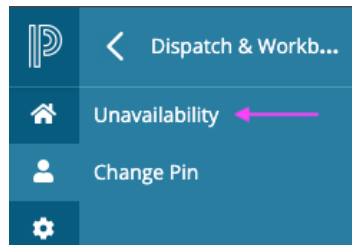# Information Technology for Learning

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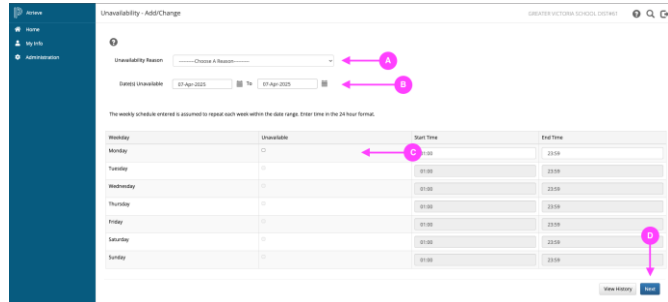
You can login with district credentials [here.](#)

1. Click on the *My Info* button on the left-hand side of the screen.	
2. Click *Time & Attendance*.	
3. Click *Dispatch & Workboard*.	

4. Select **Unavailability.**	
5a. Select a **Reason** b. Edit the **Date/s** c. Set the **Dates/ Times** d. **Confirm** Selection	
6. **Submit**	