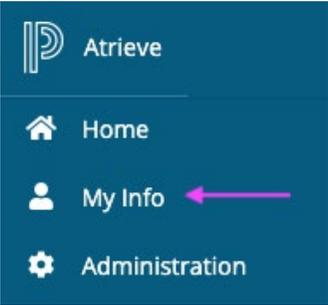
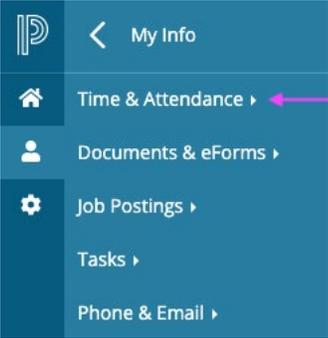
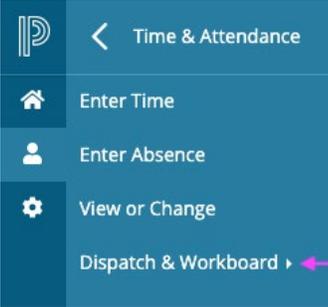


# Information Technology for *Learning*

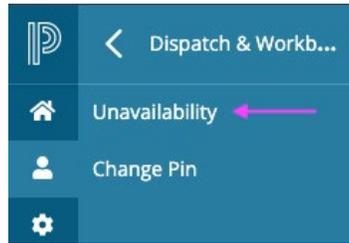
## How to update your unavailability in eServices.

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

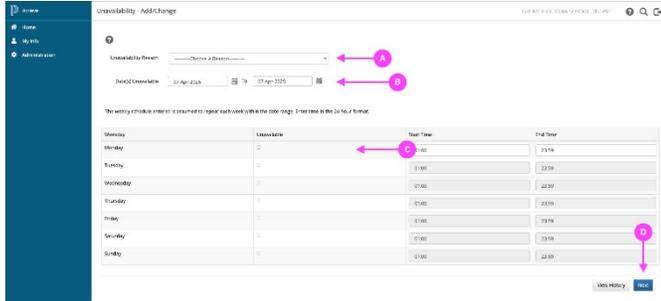
You can login with district credentials [here](#).

<p>1. Click on the <i>My Info</i> button on the left-hand side of the screen.</p>	 <p>A screenshot of a dark blue navigation menu. At the top is the 'Atrieve' logo and name. Below it are four menu items: '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 <i>Time &amp; Attendance</i>.</p>	 <p>A screenshot of a sub-menu titled 'My Info'. It has a back arrow and the title 'My Info' at the top. Below are six items: 'Time &amp; Attendance' with a right-pointing arrow and a pink arrow pointing to it from the right, 'Documents &amp; eForms' with a right-pointing arrow, 'Job Postings' with a right-pointing arrow, 'Tasks' with a right-pointing arrow, and 'Phone &amp; Email' with a right-pointing arrow.</p>
<p>3. Click <i>Dispatch &amp; Workboard</i>.</p>	 <p>A screenshot of a sub-menu titled 'Time &amp; Attendance'. It has a back arrow and the title 'Time &amp; Attendance' at the top. Below are four items: 'Enter Time' with a house icon, 'Enter Absence' with a person icon, 'View or Change' with a gear icon, and 'Dispatch &amp; Workboard' with a right-pointing arrow 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*

