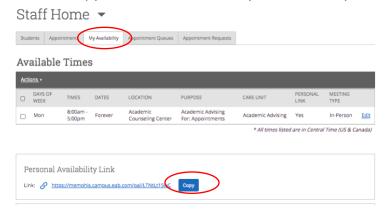
## **How to find your Personal Availability Link**

- 1. Select the My Availability tab on your Staff home page
- 2. Click the Copy button located below your availability. If the link shows



If your Personal Availability link has this note below it- "\* Please be advised, no availabilities are currently associated with your personal availability link."- please select the availability you want to add to your personal link using the checkbox(es) on the left, then click Actions, and then select Add to Personal Link. Click Here for more info on Personal Availability links