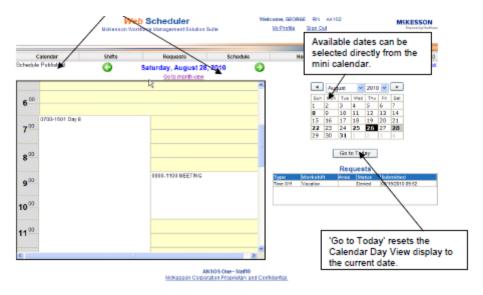
Welcome to Web Scheduler

- ➤ Web Scheduler is located on the Internet at https://ansos.umm.edu
- ➤ In Web Scheduler, you will be able to do the following:
 - o View your existing schedule
 - o View your co-workers schedule
 - o Print your schedule
- ➤ Your username is the first letter followed by your last name
 - o Example: John Smith would be: JSMITH
- ➤ Intitial password is: Changeme123
 - o The system will prompt you to change your password
 - o New password must be, eight characters, contain at least one capital letter and one number

The view represented below is the default view. This is the month view. You can access the month view at any time by clicking on the "Calendar" tab and selecting month view. You can also print the monthly view by clicking "Printable View".



The view represented below is the daily view. This view can also be selected by clicking on the calendar tab and selecting daily view.



The view represented below is the Schedule view. You can access the schedule view by clicking on the "Schedule" tab. This view shows the schedule for everyone within your unit with the same skill.

