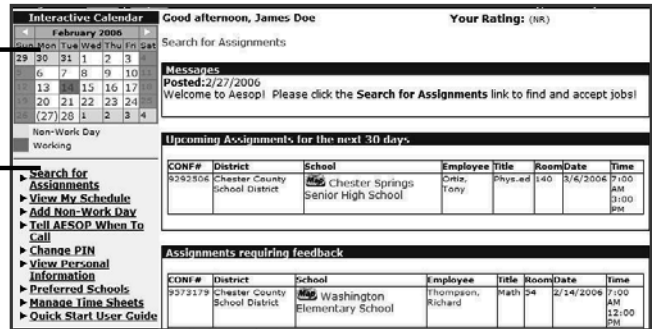


Remove Myself from an Assignment*

First, view your schedule by clicking on the **Interactive Calendar** or the **View My Schedule** tab on the home page. On the calendar, clicking on a numbered day will take you to that week's schedule. The current date will be shown in parentheses.

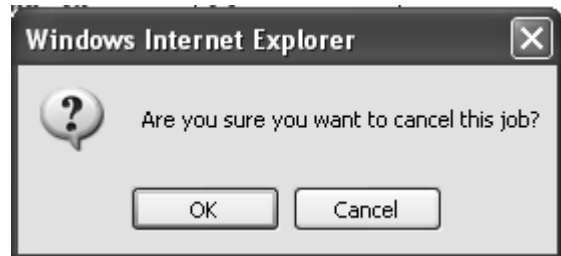


	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43466411 8:00 AM-12:00 PM Cancellation:	CONF#: 43477176 8:00 AM-3:30 PM Cancellation:	CONF#: 43477178 8:00 AM-12:00 PM Cancellation:		Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM
9:00 AM					

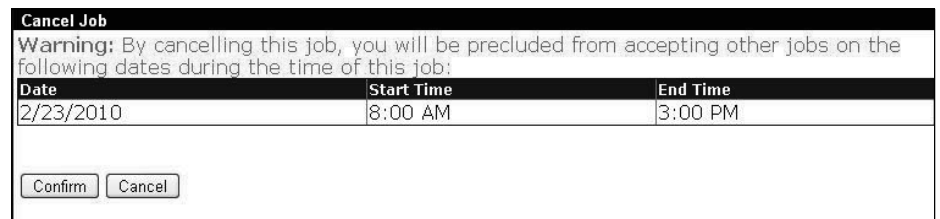
You can remove yourself from an accepted job or a Non-Work Day by clicking the trash can in the assignment you wish to cancel.

NOTE: If you remove yourself from a job, you will not be able to see it again!

A warning message will appear: "Are you sure you want to cancel this job?" Click **OK** to cancel.



Depending on your district settings you may also have to confirm a Warning like this



	Monday, Jan 4	Tuesday, Jan 5	Wednesday, Jan 6	Thursday, Jan 7	Friday, Jan 8
7:00 AM					
8:00 AM	CONF#: 43466411 8:00 AM-12:00 PM Cancellation:	CONF#: 43477176 8:00 AM-3:30 PM Cancellation:			Non-Work Day: Dr. Appointment 8:00 AM-4:00 PM
9:00 AM					

The canceled assignment no longer appears on your calendar or list of assignments.

* Indicates functions that might not be used by your school