ScheduleSource

ISU Dining Scheduling Program

What is ScheduleSource?

ScheduleSource is an online scheduling system that ISU Dining and ISU Catering uses.
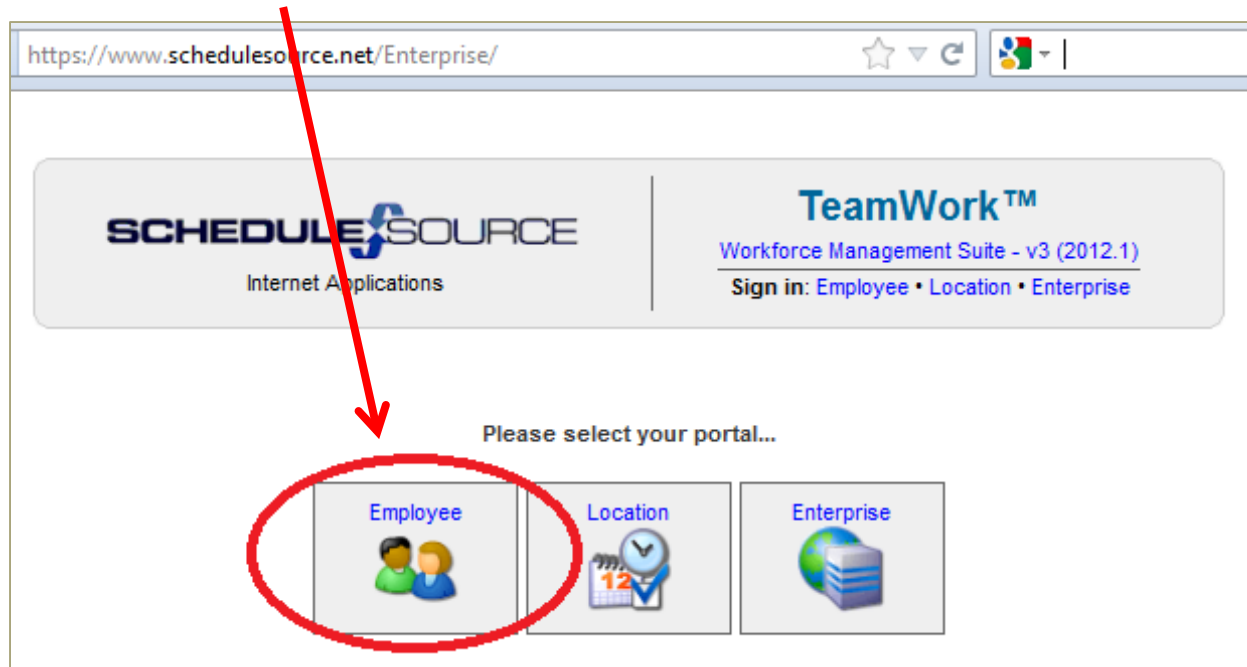
Student schedules are more accessible than ever.

How to Log In

Go to: https://www.schedulesource.net/Enterprise/

Click on: Employee

Use https://www.schedulesource.net/Enterprise/Mobile/
if on a web- enabled device

Credentials

1. Entering your LOCATION CODE

*It is extremely important that you enter the **code** for the facility in which you work or have been hired, **exactly** as it appears below (MAKE NOTE OF YOUR LOCATION):

Bakery	Friley	Roast
Cafes	*Hawthorn*	*Seasons*
Clydes	*ISU Catering*	*SSM*
Conversations	*KS Comm*	*Storms*
ESM	*MU Food Court*	*UDM*
Food Stores	*MU Market*	*WSM*
Food Truck	*Plato*	

Union Drive Marketplace, Memorial Union, East Side Market, South Side Market & West Side Market are all abbreviated

Credentials

2. User: your NetID

This is the first part of ISU email address

Prior to the @ sign

For example: **dssc2**@iastate.edu – "dssc2" would be the User

3. Password: the password you created when you applied online

IF you're having troubles logging in, contact the DSSO.

MORE THAN 8 FAILED ATTEMPTS

WILL LOCK YOU OUT!

PROFILE

Iowa State email address and current phone numbers are required at all times.

All phones need to have the voice mail box set up and able to receive phone messages (empty any full boxes)!

Your Calendar

When you first log in, all of your shifts are available at a glance!

REMEMBER, your schedule reads **SUNDAY through SATURDAY!**

View Options

Make sure to set preferences to the "month view"

Things to Remember...

1. Remember **your password and keep it in a safe place**
2. **If you *fail* to log in more than 8 times, ask DSSO for assistance – avoid locking everyone out in your IP Address!**
3. You *must* keep your information (ISU email address & phone number) up to date & activate your voice mail boxes. THIS INFORMATION IS **REQUIRED**!
4. Permanent schedule change requests must go through the DSSO (such as class changes)
5. Schedule Source can be accessed via phone, work computer, home computer, any internet means
6. **Your schedule may be adjusted to best suit the needs of your facility**
7. You will be notified via email of schedule changes, so be sure to check your schedule and ISU email often.

HOW TO PUT A SHIFT ON THE SWAP BOARD

**Code:** The location where you work

User: Your Net ID

Password: Password you created when you applied online

The Swap Board is a tool to assist you in finding a substitute to work a shift for you OR to pick up and work a shift for someone else.

Click on the Swap Board Tab

Once you have logged in you will be taken to your calendar. The swap board tab is located in the top left hand corner of the screen. Click on it to bring up the swap board.
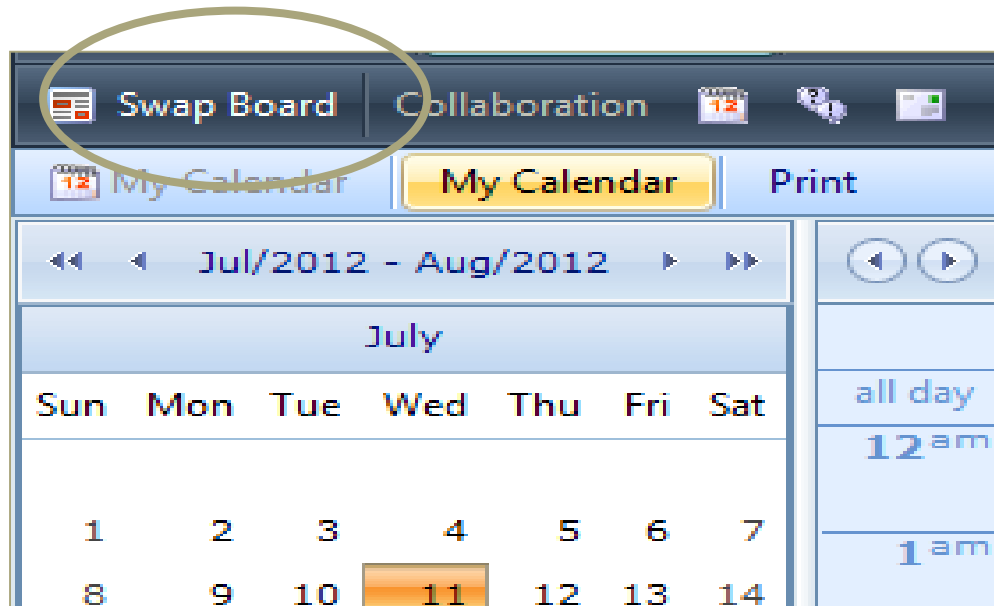
Viewing the Calendar

To see the available shifts on a certain date, click on the date you wish to view.

Orange shifts below show number of available shifts to pick up
Blue shifts below show your scheduled number of shifts

Add a Shift to the Swap Board

This is the swap board page. By selecting a date from the calendar on the left hand side, you can bring up your scheduled shifts along with shifts that are available to pick up that day.

1. To place a shift on the swap board click on "Swap" next to the shift.
2. Once you click on the swap button a gray box will appear in the middle of the screen. Choose "Swap Only."

1.

2.
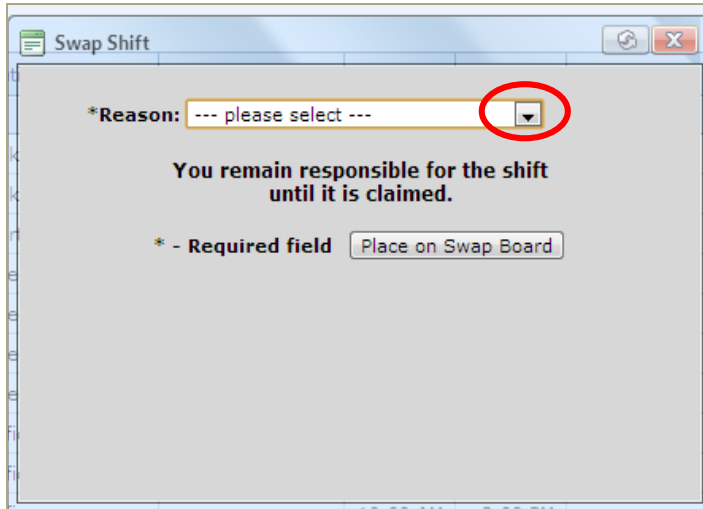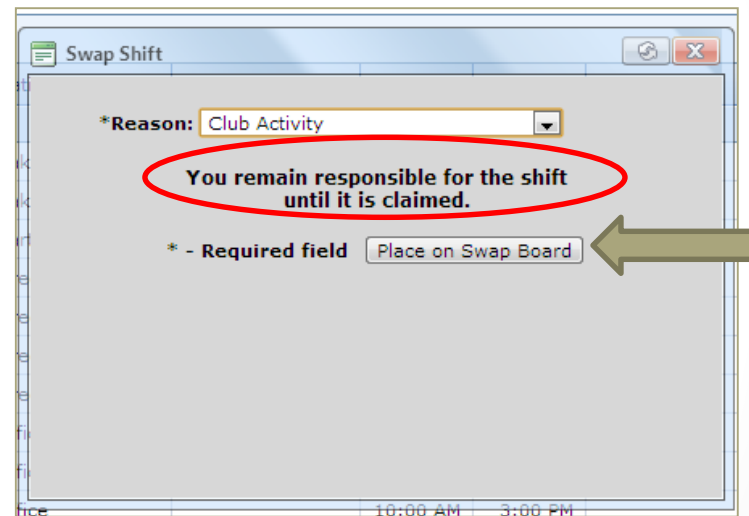
3. Select a reason from the drop down list.

4. Click on the "Place on Swap Board" button.

3.

4.

Once You've Put it on the Swap Board

- A **red box** will show up around that shift on your schedule
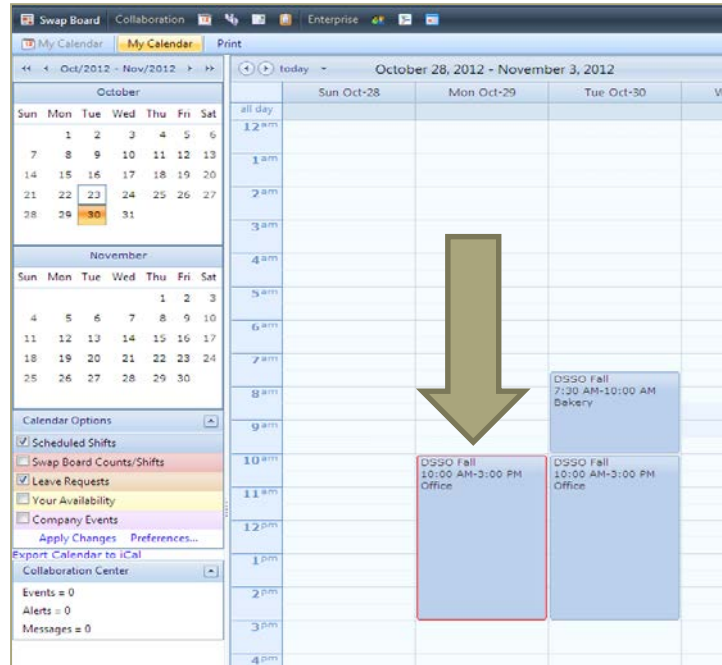
- **Once someone picks up your shift, it will disappear completely from your schedule**
- **If the shift still appears on your schedule, you must work it, even if your shift has the red box surrounding it**

HOW TO PICK UP A SHIFT

Picking up a Shift from the Swap Board

All of the available shifts for you to pick up are listed under **"Available Shifts".**

To pick up a shift click on the **"Check"** link.

When you click on "check", a box will appear on your screen.

If you do not have any conflicts you will be able to select the **"Claim Shift Now"** button.

ISU policy is that you may only work 20 hours, Sunday – Saturday,
while classes are in session during Fall and Spring semesters.

Once you have claimed the shift, the box will refresh and it will say **"Swap Succeeded"** . The shift **is now your responsibility**.

To see your shift, you will need to click on the "**Close and Refresh List**" button.

Please contact the DSSO at 515-294-4864 or email at dssostaff@iastate.edu