LibStaffer – Viewing your shifts & schedule, Time Off and Managing your account

Log in to your LibStaffer account by going to [drexel.libstaffer.com](drexel.libstaffer.com)

1. After logging in, the homepage will appear displaying your shifts for the next week.

2. To view shifts past one week, click on the calendar button and adjust the dates. You can view just the current day, tomorrow, the next 14 days, the entire month or a custom range by changing the FROM and TO dates.
3. To view the schedule for your department, click on Schedules on the menu bar.

Additional information can be found here: https://ask.springshare.com/libstaffer/faq/257
5. The **Time Off** feature allows you to set up specific dates or times you will be off for vacation or other appointments. When you have a Time Off set, your supervisor will not be able to schedule you during that time. *(Take note: approval is not needed for Time Off at Drexel Libraries)*

To set a day or time when you are off, click Time Off on the menu bar:

Click on the **Add Time Off** button and select **One Time only** or **Recurring Time off**

Choose your **date(s) and/or time(s)**. Pick a category and enter an optional note. Click **Save** when finished.

Your time off will appear under the date you selected on the calendar.

Additional information can be found here: [https://ask.springshare.com/libstaffer/faq/428](https://ask.springshare.com/libstaffer/faq/428) (One Time Only)

6. Managing your account lets you set up preferences for:
   a. Manage your working hours (when you are available to work and not work)
   b. Sync your schedule with your Outlook or Google Calendar
   c. Manage notifications and SMS alerts

   There features are optional and not required. To access these features, click on your email address at the top right of the page:

   ![LibStaffer interface](image)

   **Manage Account for Mario Dragon**

   To edit your email, name, password, or email signature, you must go to your LibApps account screen:
   - Go to LibApps

   ![LibStaffer interface](image)

   **Welcome Mario!**

   Instructions for each feature are located here:

   **Managing your working hours**: [https://ask.springshare.com/libstaffer/faq/254](https://ask.springshare.com/libstaffer/faq/254)

   **Syncing your schedule with an Outlook/Exchange calendar**: [https://ask.springshare.com/libstaffer/faq/267](https://ask.springshare.com/libstaffer/faq/267)

   **Syncing your schedule with Google Calendar**: [https://ask.springshare.com/libstaffer/faq/940](https://ask.springshare.com/libstaffer/faq/940)

   **Manage the email & SMS alerts you receive from LibStaffer**: [https://ask.springshare.com/libstaffer/faq/1153](https://ask.springshare.com/libstaffer/faq/1153)