How to sign-up for a shift on Shiftboard

1. Login to Shiftboard at [https://www.shiftboard.com/osu_mslc](https://www.shiftboard.com/osu_mslc) using your name.#@osu.edu email address. (The first time you login, use the password that was sent to you in a welcome email. After that, you may change your password to be whatever you’d like.)

2. Click on “Calendar” which is located on your dashboard, top left.

3. You will see a calendar with shifts. Open/available shifts are posted in red. Select an available shift when you would like to tutor, and click on it.
4. Notice that a box opens on the right-hand side. Click on “Take this Shift.”

5. Review the time and location. Then click “Yes, Confirm this time.”

(If you do not want to take the shift, click “Cancel.”)

6. You should now see your name in green on the calendar.