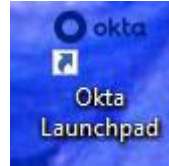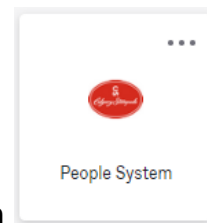# How to Change your Availabilty on the Desktop
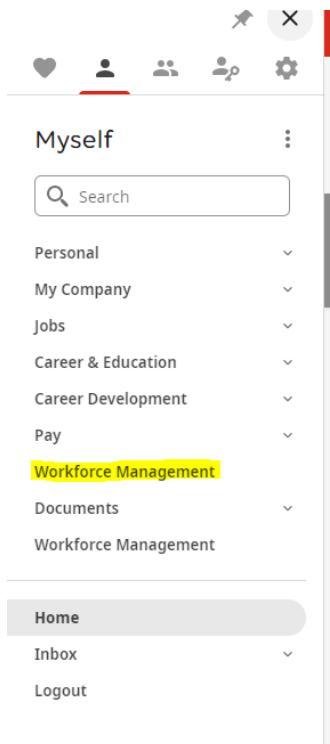

Step 1: Log into People System through Okta . The username and password will be sent to you in an e-mail from IT. It is usually your username and password you use to log into your computer.
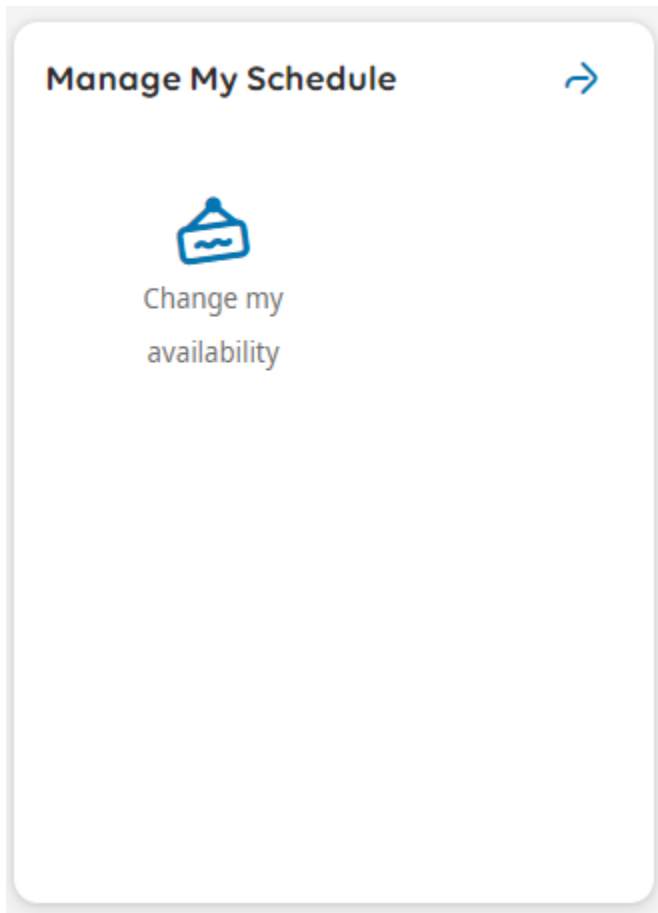

Step 2: Once you have logged on click on the People System Icon

Step 3: Click on the **Myself icon** and then the **First Workforce Management** in the list

Step 4: This will open UKG Dimensions in another Tab. On the home screen you will see a tile labeled "Manage My Schedule". Click on the "Change my Availability" Icon.

Manage My Schedule

Change my availability

Step 5: a screen will pop up on the right with a calendar. Select the dates you want to edit. You can use the arrows to switch to a different month. The grey area indicates a timeframe you are not allowed to update your availability. A blue square indicates the days you have selected. When you are done selecting the dates to edit. Click "Next".
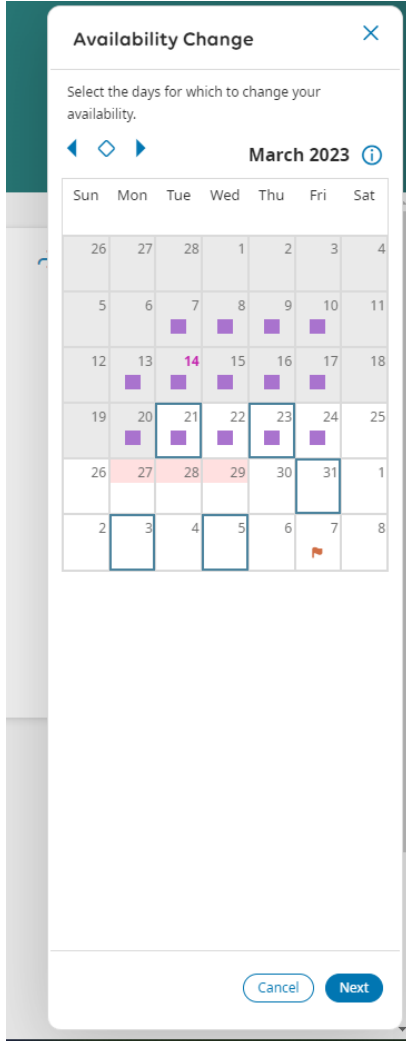
Step 6:

Select the status you are updating (Unavailable or Available) from the drop down and enter in the start and end times of your change. You can then either Merge your changes with your current availability or replace what you had. Once everything is completed, Click "Review".

Step 7: A screen will pop up for you to review your update. If you need to edit it click **. If everything is correct, click "Submit".**

Congratulations, you have now updated your Availability in Dimensions on your Desktop!