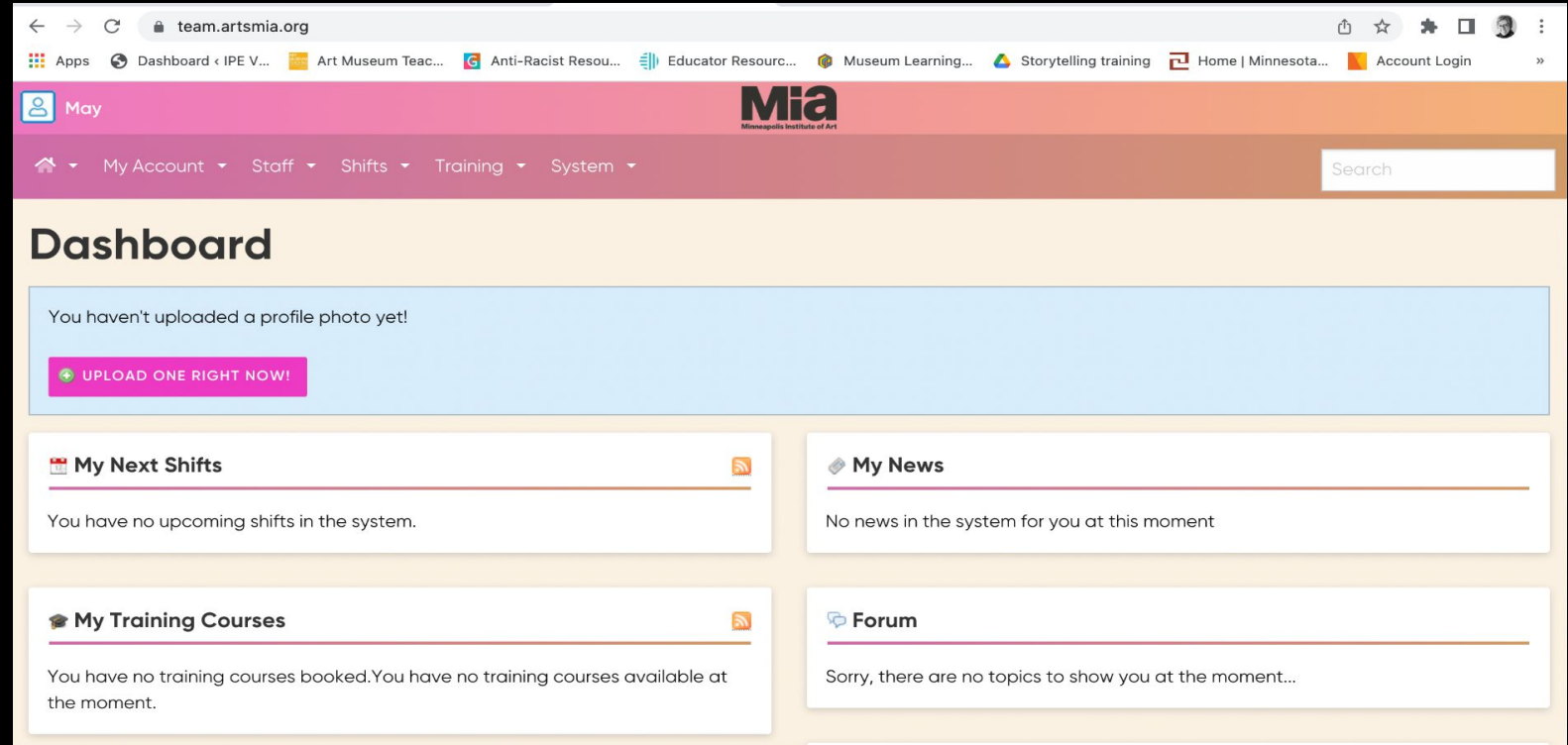


StaffSavvy updates



Mia

The StaffSavvy site url is

<https://team.artsmia.org>

Log in to StaffSavvy using your email address and password.

The screenshot shows a web browser window with the URL `team.artsmia.org/?e=aus.tours@artsmia.org&p=ed1b-cb8c`. The browser's address bar and tabs are visible at the top. The main content area features the Mia Minneapolis Institute of Art logo and a "Log in" section. The login form includes an "Email" field with the value `aus.tours@artsmia.org`, a "Password" field with masked characters, and a "Remember?" dropdown menu set to "Remember my email". A "LOGIN" button is positioned below the form, and a "REQUEST AN ACCOUNT" button is located below the login button. A "Forgot your password?" link is also present. At the bottom of the page, it says "Powered by StaffSavvy".

team.artsmia.org/?e=aus.tours@artsmia.org&p=ed1b-cb8c

Apps Dashboard < IPE V... Art Museum Teac... Anti-Racist Resou... Educator Resourc... Museum Learning... Storytelling training Home | Minnesota... Account Login

Mia

Minneapolis Institute of Art

Log in

Email

Password [Forgotten your password?](#)

Remember? [Find out more](#)

We use cookies to remember you. [Find out more](#)

LOGIN

New to Minneapolis Institute of Art?

REQUEST AN ACCOUNT

Powered by StaffSavvy

Add information to “About Me” section. Go To My Account/About Me/Update My Details:

The screenshot displays the Mia user interface. At the top, there is a header with a user profile icon labeled 'May', the Mia logo (Mississippi Institute of Art), and a navigation bar with 'My Account', 'Staff', 'Shifts', 'Training', and 'System'. A dropdown menu is open under 'My Account', listing options: 'About Me', 'My Availability', 'My Tasks', 'My Messages', 'My Squad', 'My News', 'My Alerts', 'My Events', and 'My Time Entries & Pay'. The 'About Me' option is selected, and its sub-menu is visible, containing: 'My Profile', 'Update My Details' (highlighted in pink), 'Change My Photo', 'My Documents', 'My Account Security', and 'My Notifications'. Below the menu, the main content area shows a message: 'You have no training courses booked. You have no training courses available at the moment.' On the right side, there are several widgets: 'Notifications' with a warning icon and the text 'Please review', 'My News' with the text 'No news in the system', and 'Forum'. At the bottom left, there is a 'My Shift Attendance' widget with a bar chart icon and the text '1 total shifts worked'.

Scroll down to the second half of this screen and find About Me. Click in the section and type in your information:

The screenshot shows a web browser window with the URL <https://team.artsmia.org/account/ed>. The page contains several form fields for profile information:

- Email:** ipe@artsmia.org (with an EDIT button)
- Primary Mobile Number:** 6128706459 (with an EDIT button)
- New Password:** A field with masked characters (dots).
- Previous Password:** A field for the current password.
- Time Format:** A dropdown menu set to "Default (5:33pm)".
- About Me:** A text area with a blue circle around it, containing the text "Shown to colleagues" and a rich text editor toolbar with icons for bold, italic, underline, and link.
- Town, Post Code, Country:** Three input fields.
- Date of Birth:** A field with a placeholder "mm / dd / yyyy".
- Address:** Fields for Street Address, City, State, and Zip Code.

At the bottom of the page, there is a pink "SAVE DETAILS" button and a footer with the text: "StaffSavvy™ SmartBlue Ltd is providing this service on behalf of Minneapolis Institute of Art ©2007-2022 SmartBlue Ltd".

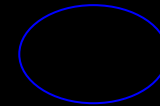
After adding information, click on “Save Details”.

The screenshot shows a web browser window with the URL <https://team.artsmia.org/account/ed>. The page contains several form sections for editing user details:

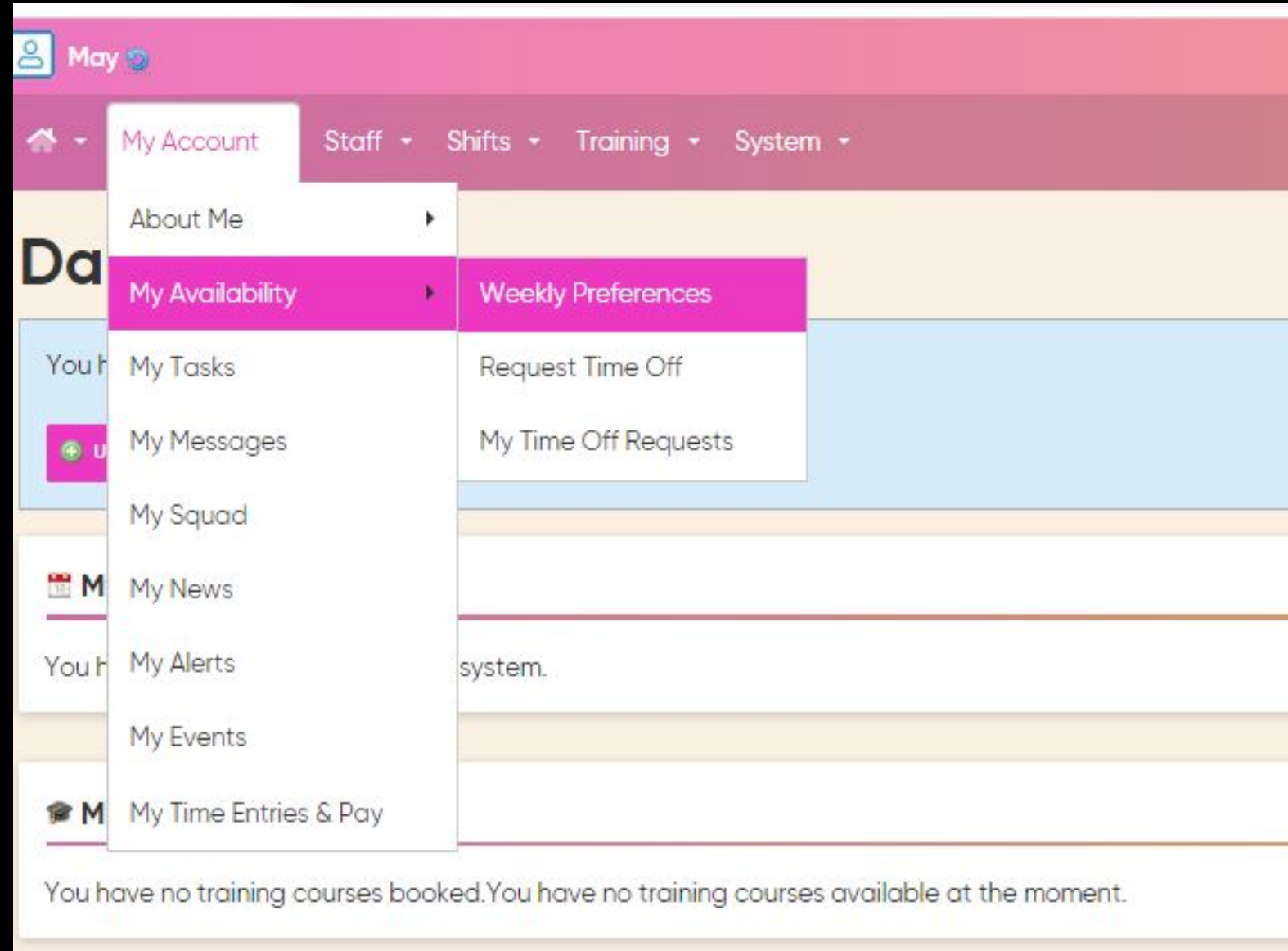
- Profile Information:** Email (ipe@artsmia.org), Primary Mobile Number (6128706459), New Password, and Previous Password.
- Time Format:** A dropdown menu set to "Default (5:33pm)".
- About Me:** A text area with rich text editing options (bold, italic, underline, link).
- Location Fields:** Town, Post Code, and Country.
- Date of Birth:** A date input field with a "mm / dd / yyyy" placeholder.
- Address:** Fields for Street Address, City, State, and Zip Code.

A blue arrow points from the top right of the page down to a pink button labeled "SAVE DETAILS" at the bottom center. Below the button, there is a footer with the text: "StaffSavvy™ SmartBlue Ltd is providing this service on behalf of Minneapolis Institute of Art ©2007-2022 SmartBlue Ltd".

Confirm your Tour Day.



Confirm your weekly availability. Go to My Account/My Availability/Weekly Preferences



Check the day listed and confirm or change your tour day through [this Google form](#). You can also add a day of availability through the same form.

[Return to my shifts](#)

My Weekly Preferences

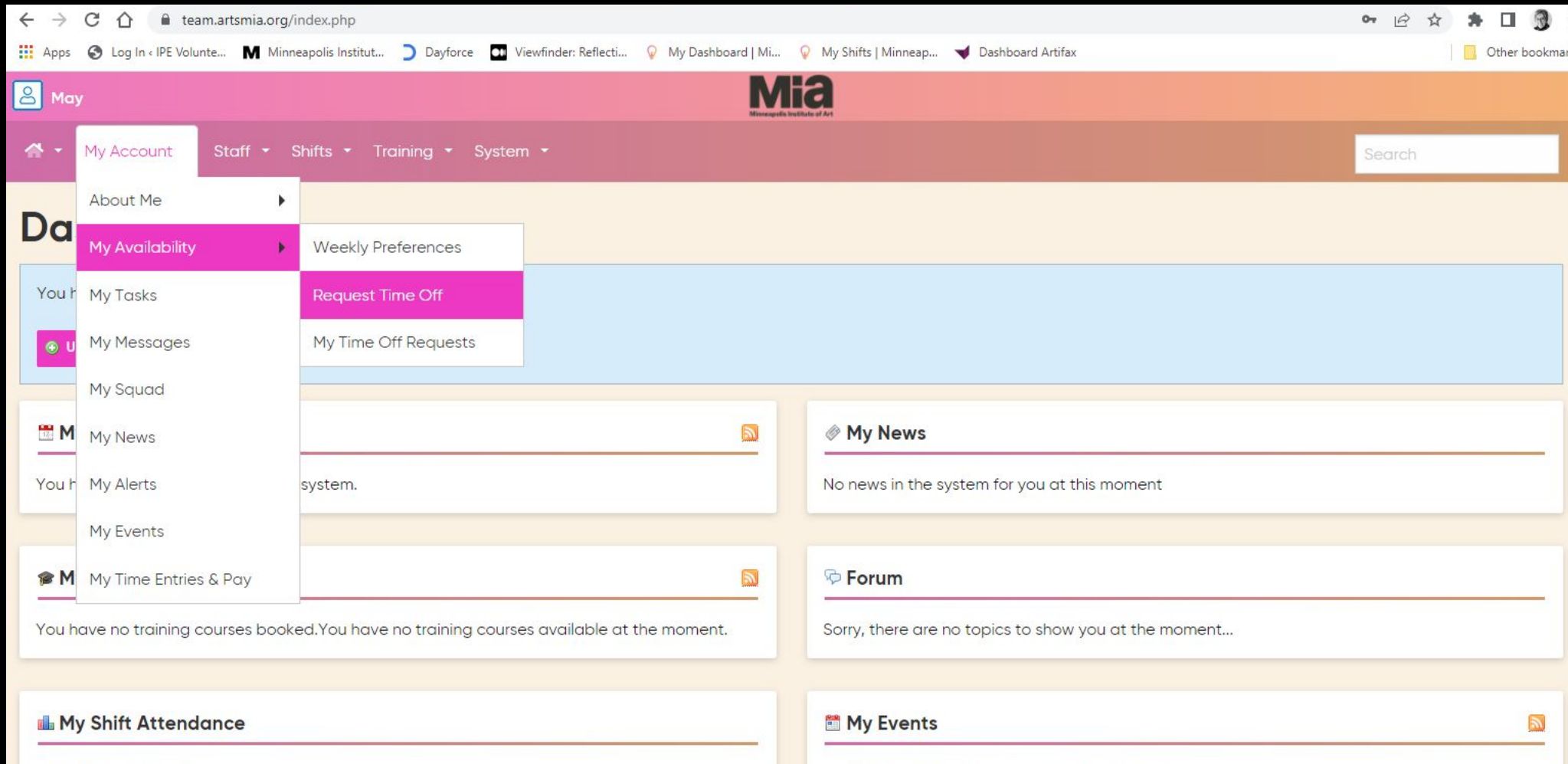
Your weekly preferences is currently locked. This means you cannot edit your weekly availability.

	12AM	2AM	4AM	6AM	8AM	10AM	12PM	2PM	4PM	6PM	8PM	10PM
Mondays	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Tuesdays	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Wednesdays	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Thursdays	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Fridays	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Saturdays	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red
Sundays	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red	Red

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It is important to keep your checkouts up-to-date in StaffSavvy. Remember the end of your checkout is the first day you are again available to tour. Please check out the entire time you will be away (if away for multiple days). This helps in communication with you.

How to checkout: At the Dashboard screen, go to “My Account” then “My Availability,” and select “Request Time Off.”



Give a reason/note for the request. This says “optional” in the system, but we do ask that you give a reason to better track multiple requests.)

The screenshot shows a web browser window at the URL `team.artsmia.org/account/time-off/new`. The page header includes the user name 'May', the Mia logo, and navigation menus for 'My Account', 'Staff', 'Shifts', 'Training', and 'System'. A search bar is located on the right. Below the header, there is a link to 'Back to my time off requests' and a main heading 'Request Time Off'. The form contains the following fields:

- Reason/note**: Labeled 'Optional note for reference', with a text input field containing 'Vacation'. A blue arrow points from the text above to this field.
- I won't be available from**: A date picker set to '05/19/2022' and a checked checkbox for 'All Day'.
- I'll be available to work again from**: A date picker set to '05/19/2022' and a checked checkbox for 'All Day'.
- and repeat request:**: A dropdown menu set to 'No Repeat'.

At the bottom of the form is a pink button labeled 'SEND REQUEST'. The footer contains the text: 'StaffSavvy™ SmartBlue Ltd is providing this service on behalf of Minneapolis Institute of Art'.

Select the start date for your checkout. In this example, I am taking a 5 day trip, June 3 to June 7.

team.artsmia.org/account/time-off/new

Apps Log In < IPE Volunte... M Minneapolis Institut... Dayforce Viewfinder: Reflecti... My Dashboard | Mi... My Shifts | Minneap... Dashboard Artifax

May

Mia
Minneapolis Institute of Art

My Account Staff Shifts Training System Search

Back to my time off requests

Request Time Off

Reason/note
Optional note for reference

Vacation

I won't be available from 06/03/2022 All Day

I'll be available to work again from

and repeat request:

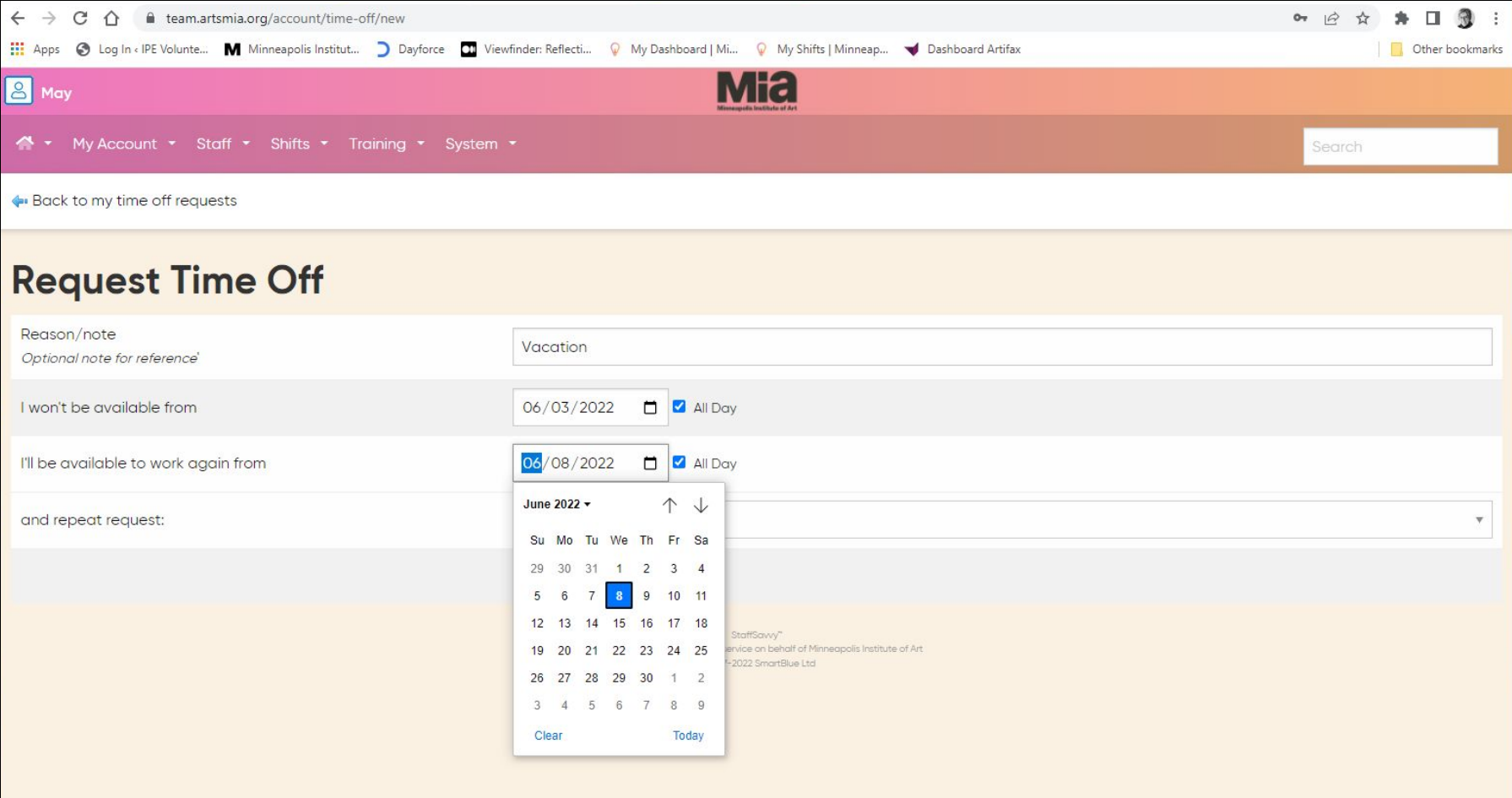
June 2022

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Clear Today

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Service on behalf of Minneapolis Institute of Art
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Then add in the date you will once again be available. I'm gone June 3 to 7, so I'll be available on June 8. Please checkout for the full time you are away--do not just check out for your single tour day.



Once your dates are set, then you click on “Send Request.”

The screenshot shows a web browser window at the URL `team.artsmia.org/account/time-off/new`. The page header includes the user name 'May', the Mia logo, and navigation menus for 'My Account', 'Staff', 'Shifts', 'Training', and 'System'. A search bar is located in the top right. Below the header, there is a link to 'Back to my time off requests' and a main heading 'Request Time Off'. The form contains the following fields:

- Reason/note:** A text box containing 'Vacation'.
- I won't be available from:** A date picker set to '06/03/2022' with a calendar icon and a checked 'All Day' checkbox.
- I'll be available to work again from:** A date picker set to '06/08/2022' with a calendar icon and a checked 'All Day' checkbox.
- and repeat request:** A dropdown menu set to 'No Repeat'.

At the bottom of the form is a pink button labeled 'SEND REQUEST'. A blue arrow originates from the text 'Send Request.' at the top of the slide and points directly to this button. At the very bottom of the page, there is a footer with the text: 'StaffSavvy™ SmartBlue Ltd is providing this service on behalf of Minneapolis Institute of Art ©2007-2022 SmartBlue Ltd'.

Questions or concerns?

StaffSavvy resource page, [link here](#).