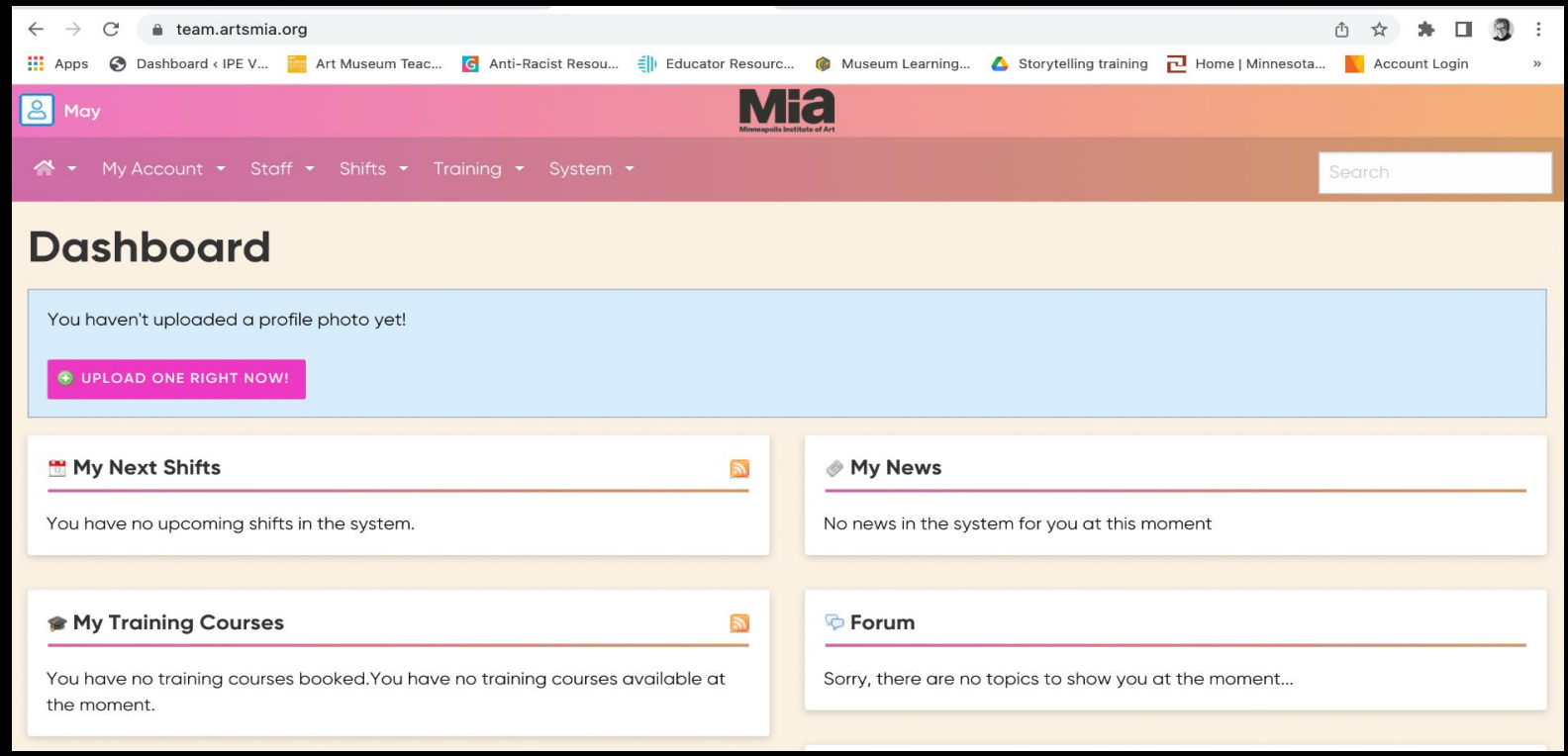
Minneapolis Institute of Art

# StaffSavvy updates

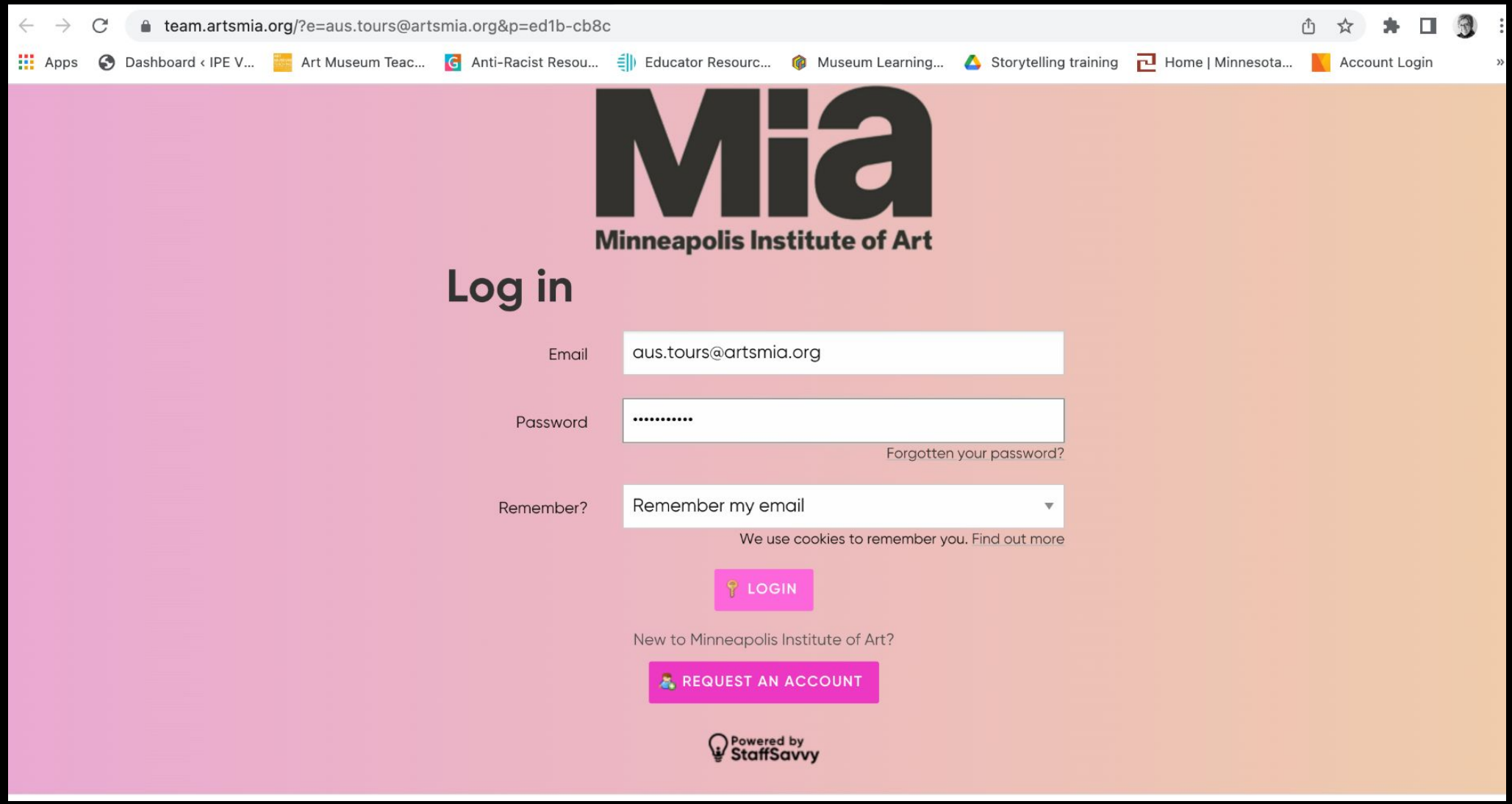



Mia

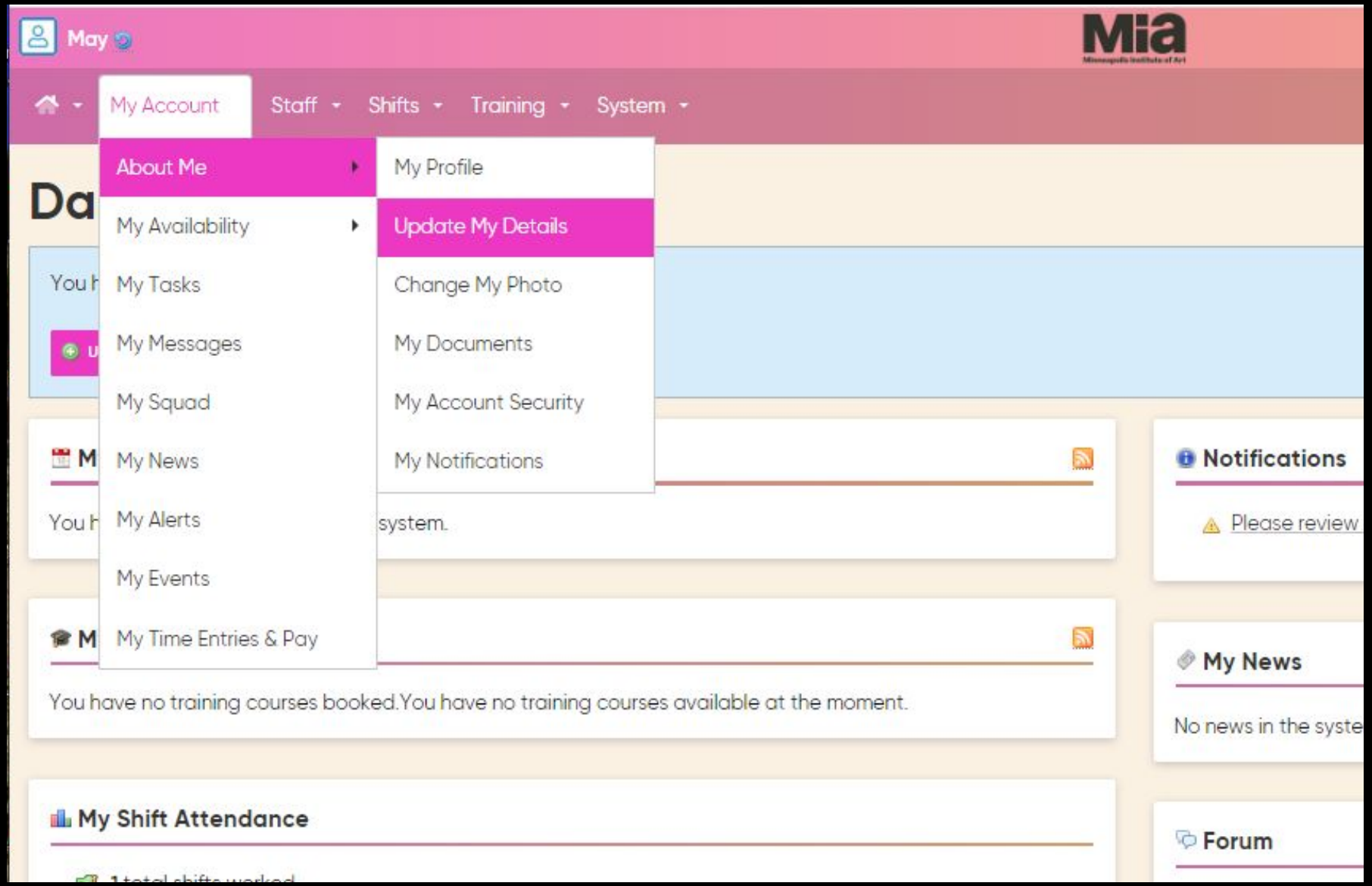
The StaffSavvy site url is

https://team.artsmia.org

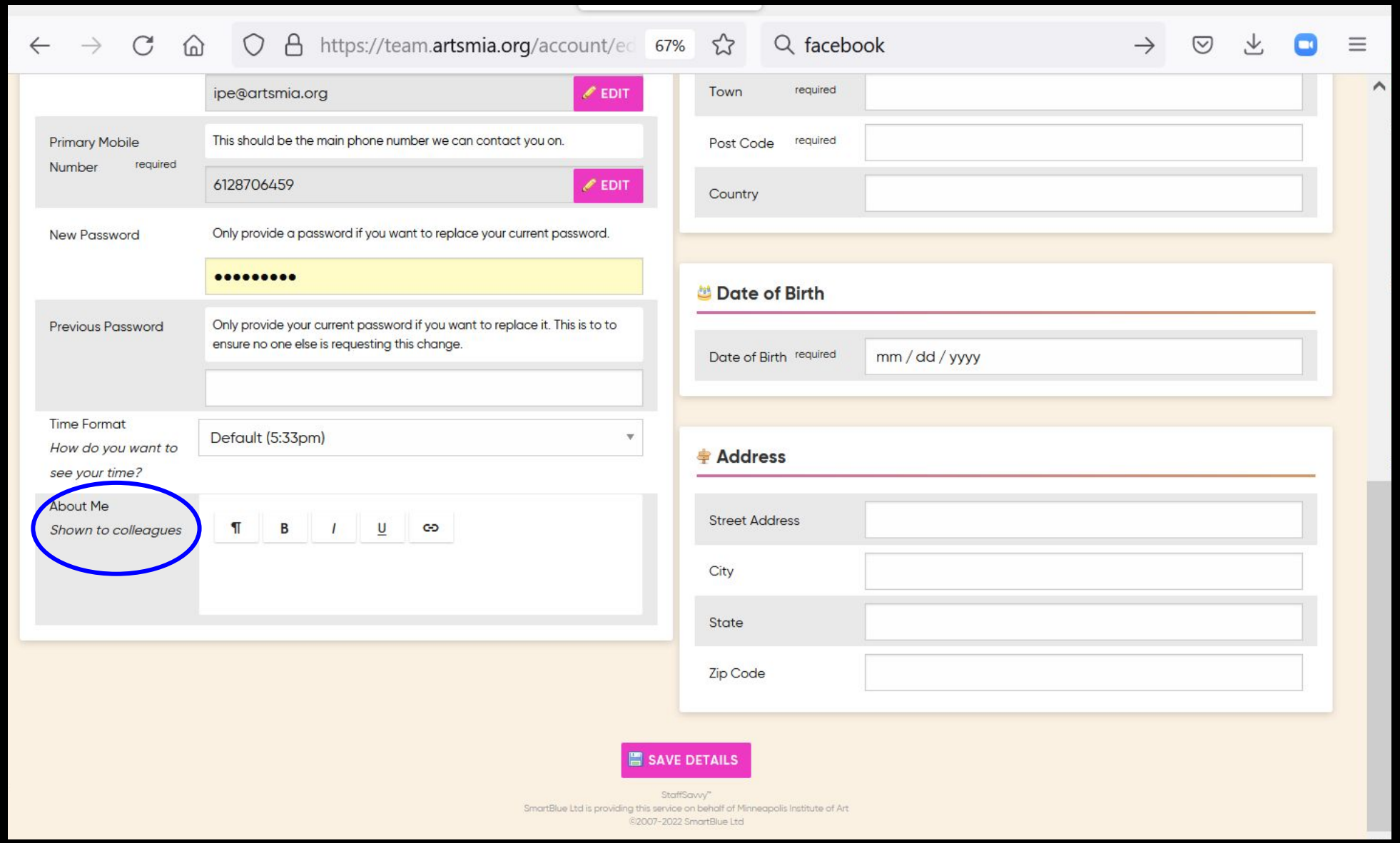
# Log in to StaffSavvy using your email address and password.



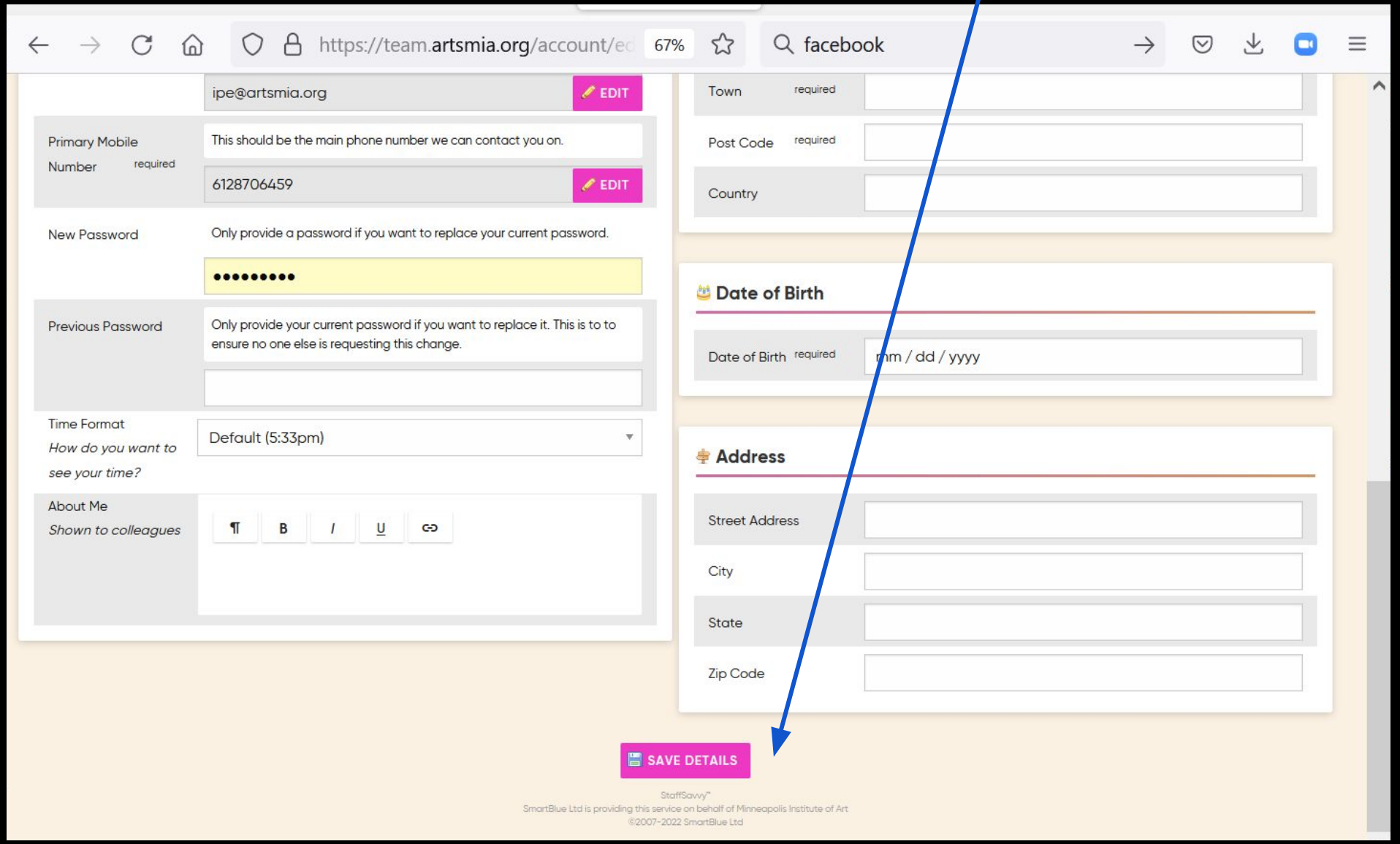
# Add information to “About Me” section. Go To My Account/About Me/Update My Details:



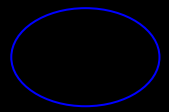
# Scroll down to the second half of this screen and find About Me. Click in the section and type in your information:



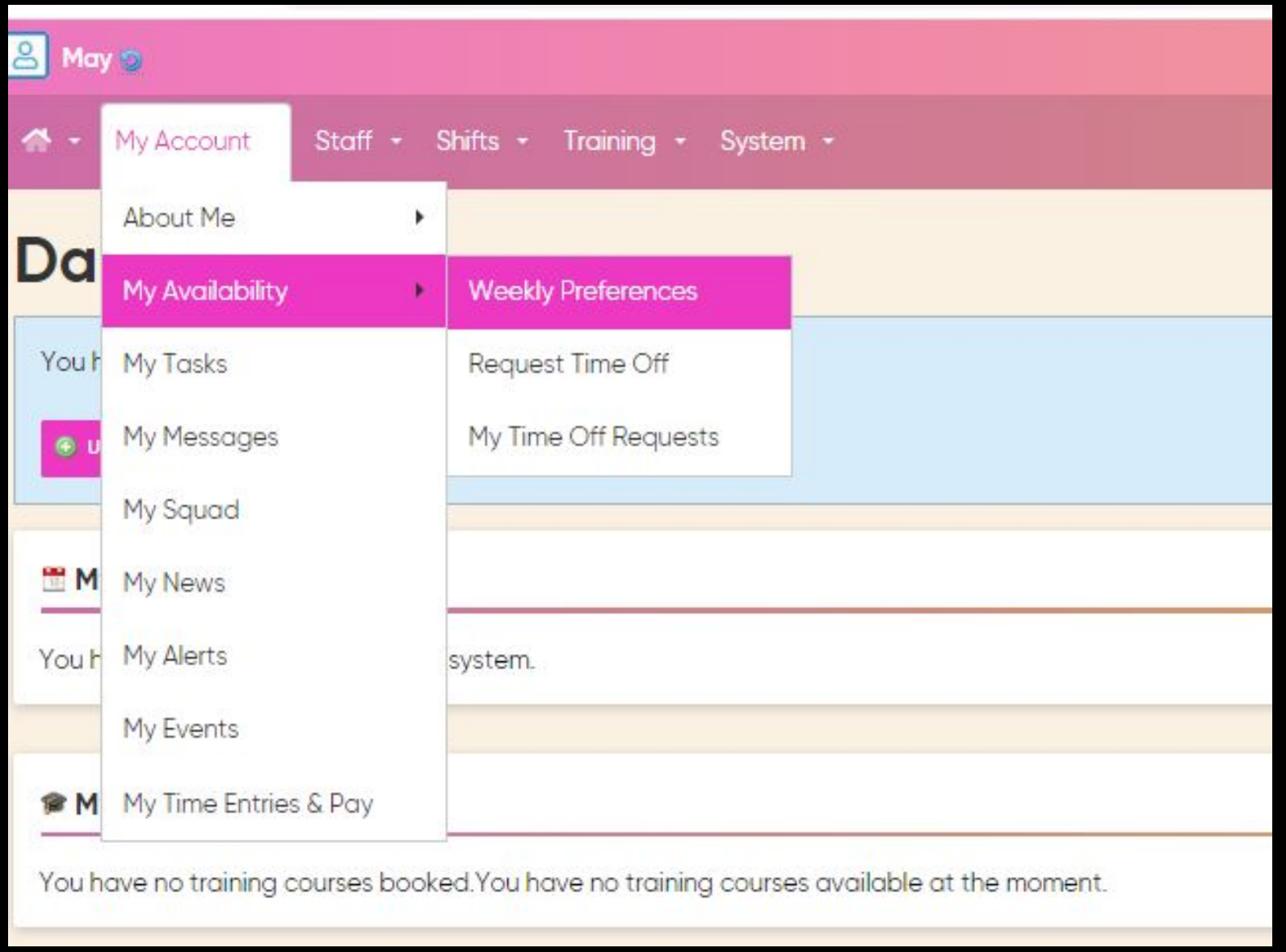
# After adding information, click on “Save Details”.



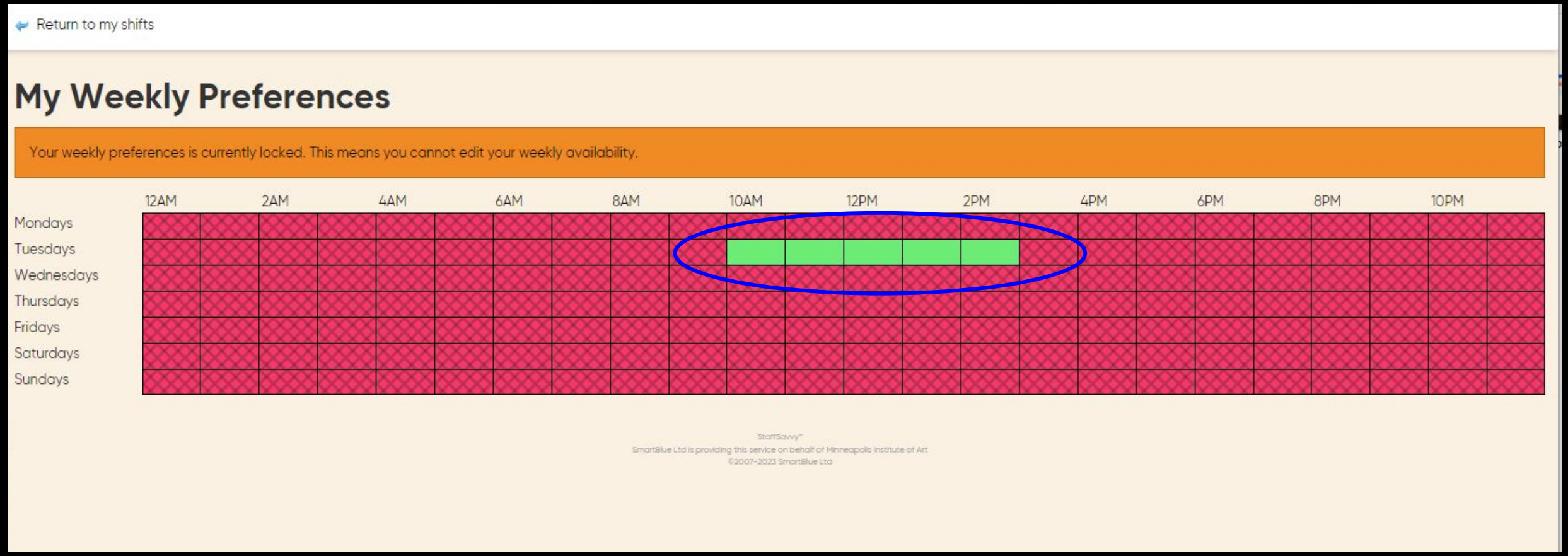
# Confirm your Tour Day.



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

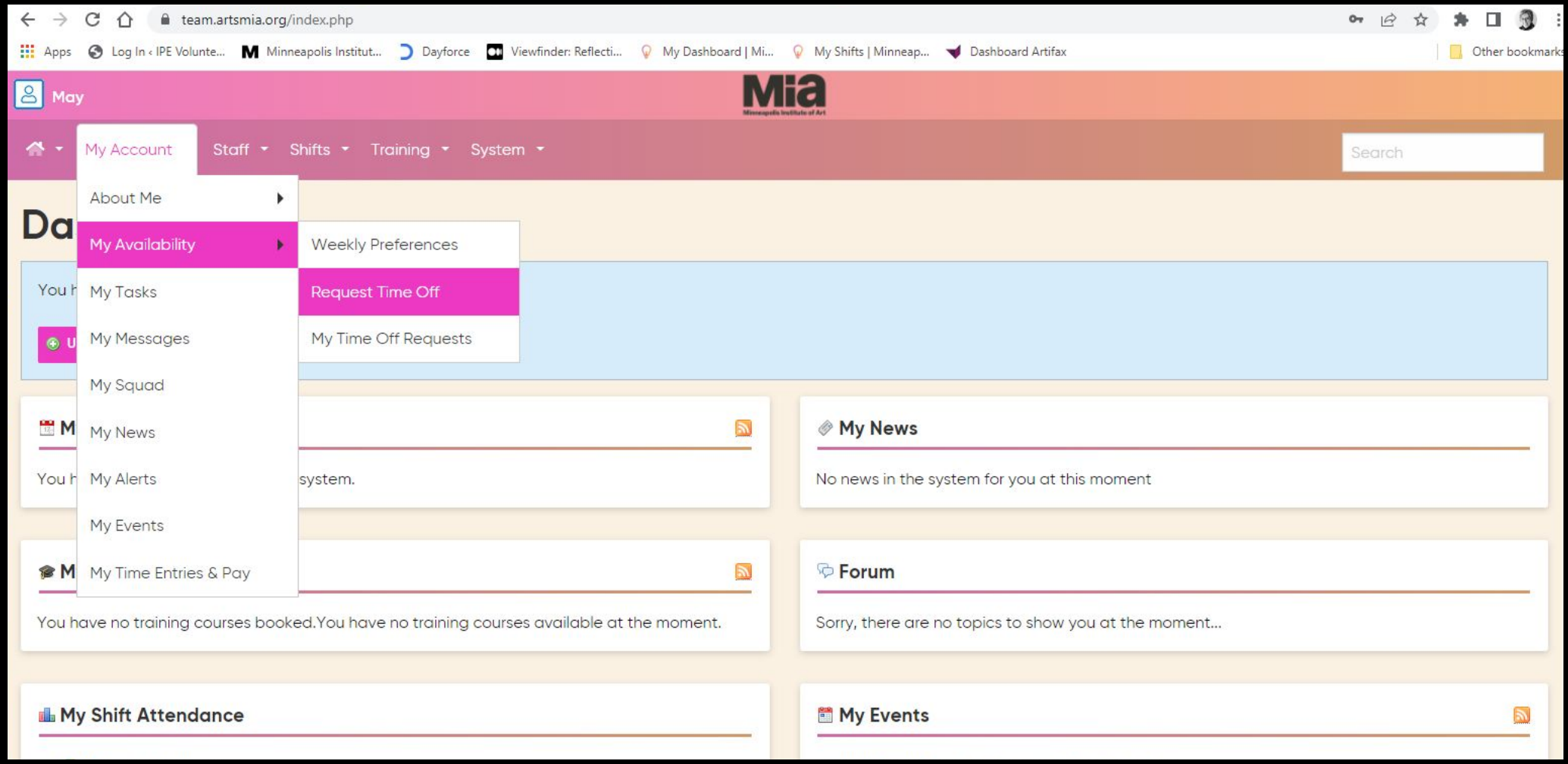


Check the day listed and confirm or change your tour day through this Google form. You can also add a day of availability through the same form.

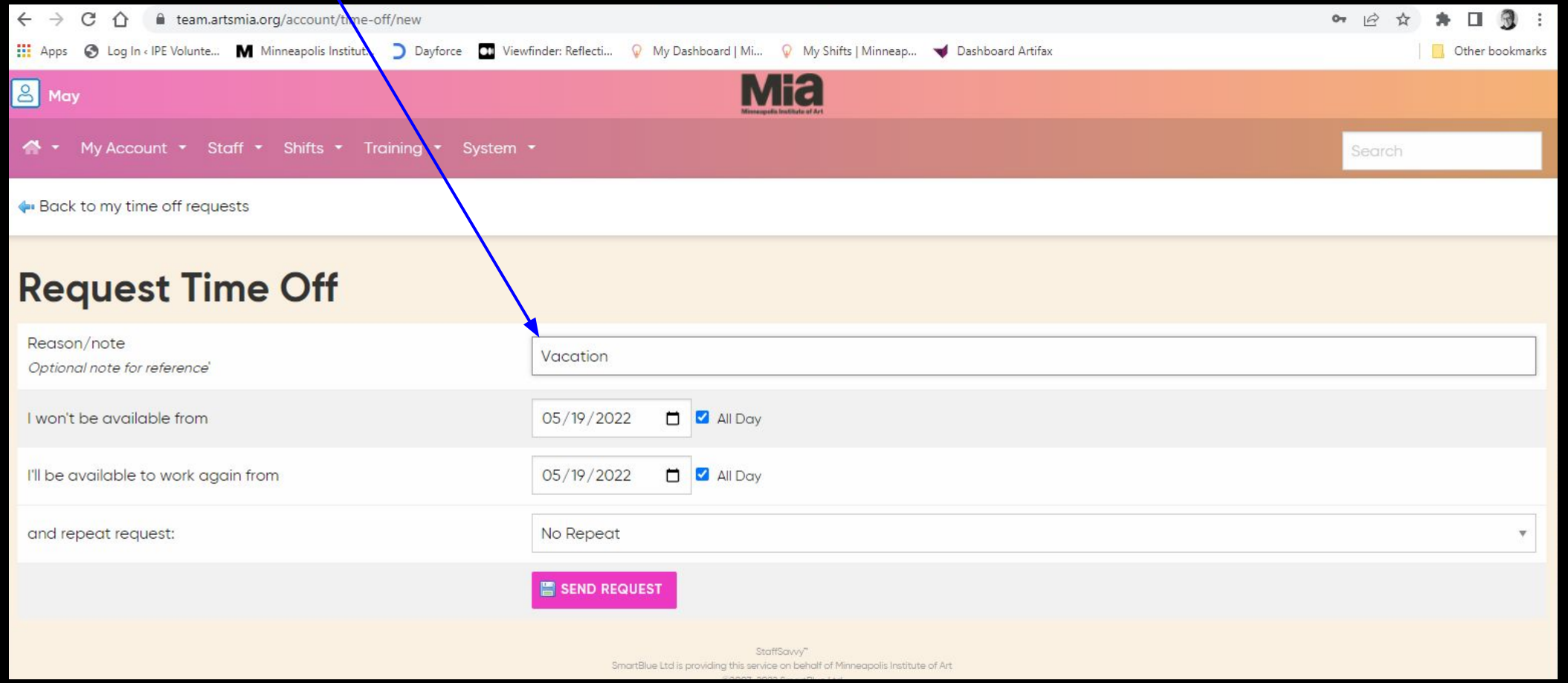


It is important to keep your checkouts up-to-date in StaffSavvy. Remember the end of your checkout is the first day you are again available to tour. Please check out the entire time you will be away (if away for multiple days). This helps in communication with you.

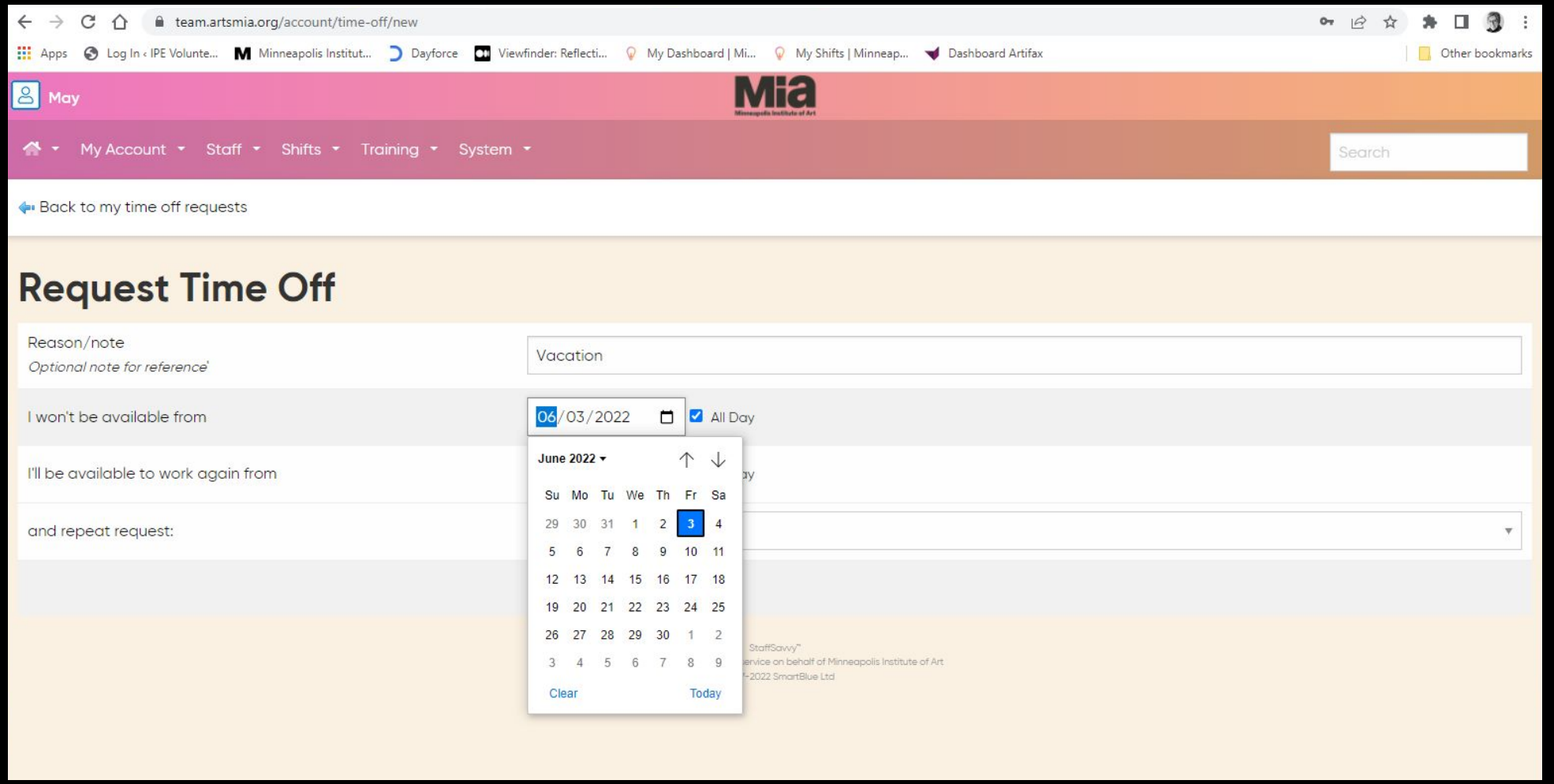
# How to checkout: At the Dashboard screen, go to “My Account” then “My Availability,” and select “Request Time Off.”



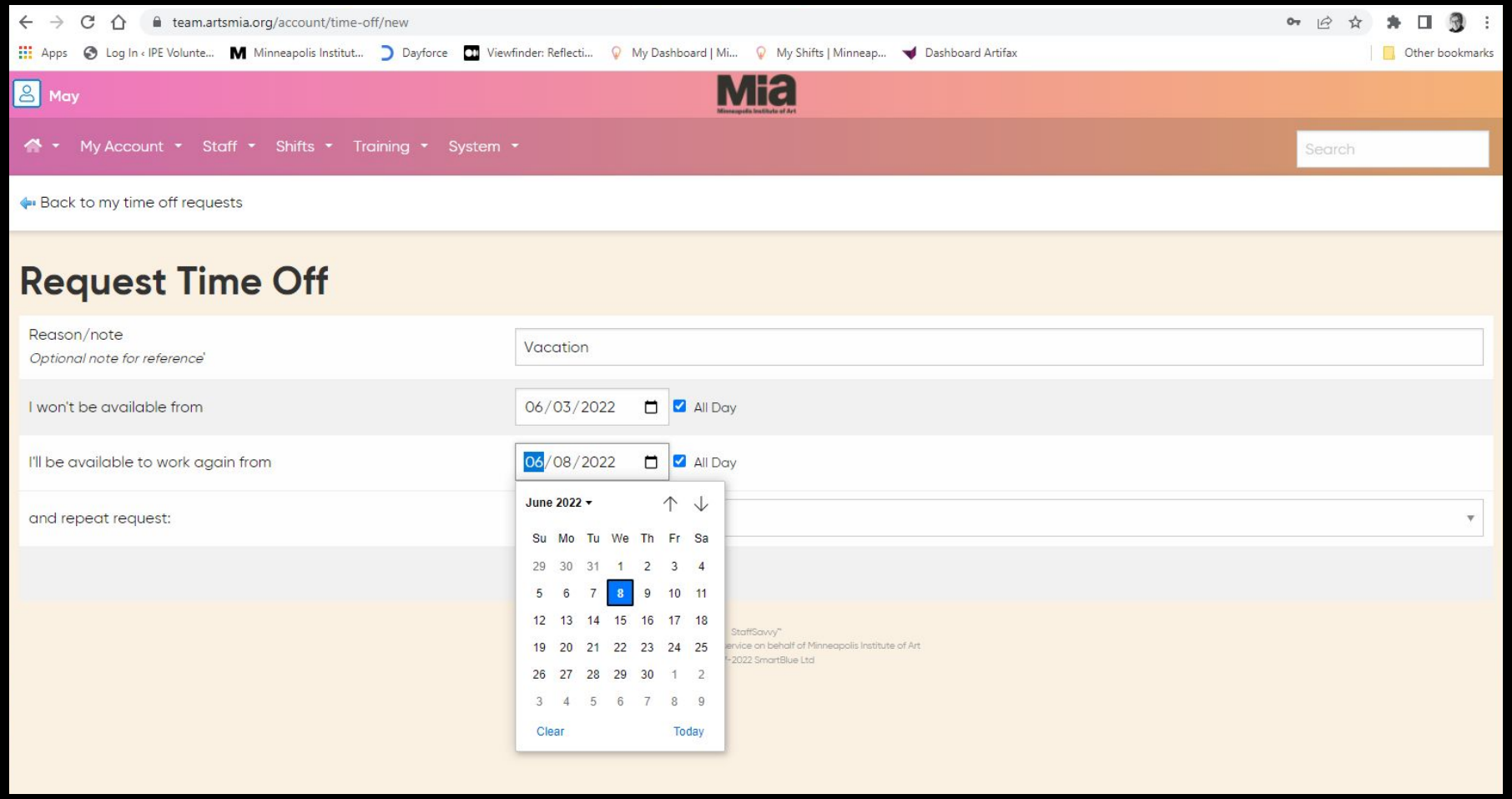
Give a reason/note for the request. This says “optional” in the system, but we do ask that you give a reason to better track multiple requests.)



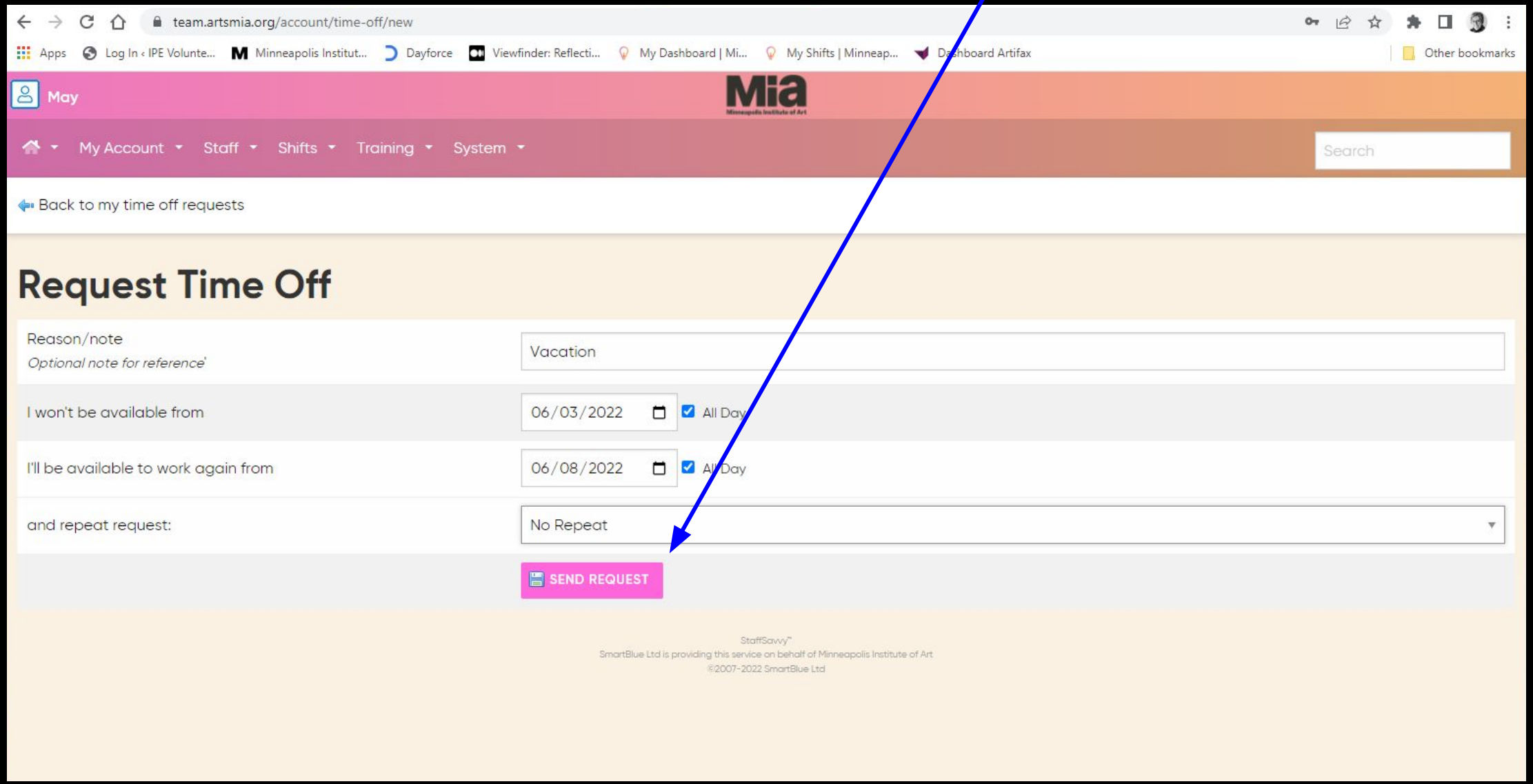
Select the start date for your checkout. In this example, I am taking a 5 day trip, June 3 to June 7.



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.”



# Questions or concerns?

StaffSavvy resource page, link here.