



## Instructions for using the online SWAT Scheduler

1. Go to [financialed.ou.edu](https://www.financialed.ou.edu) and click on the SWAT Scheduler link (direct link is <https://www.rich16.com/oklahoma/index.php>).
2. Login or follow instructions for first time user.
3. Find the date and time you need the student(s). Please note that the scheduler only displays three weeks at a time as SWAT jobs can last a maximum of three weeks. Also make sure you have selected the Fall 2007 term.
4. To make a reservation or to view the skills and qualifications of a student, click on either their name or the time slot corresponding to their name. Fill in the appropriate times, job duties, and other information about the job and click save.
5. Repeat step 4 as needed for multiple days. You should receive a confirmation email for each reservation made (an email is also sent to the student).
6. To view, modify, or delete reservations click on "My Control Panel", or click directly on the reservation on the scheduler.
7. SWAT students should submit timesheets to you weekly. Please sign and fax them to the FEd at 325-0409.
8. Once the job is complete, please login, click on "My Control Panel" and click modify to indicate if the reservation was missed and to complete the "post meeting" questions. This can either be done at the end of each day the student worked (preferred – since each day is a separate reservation) or once at the end of the job (the last day they work for you).