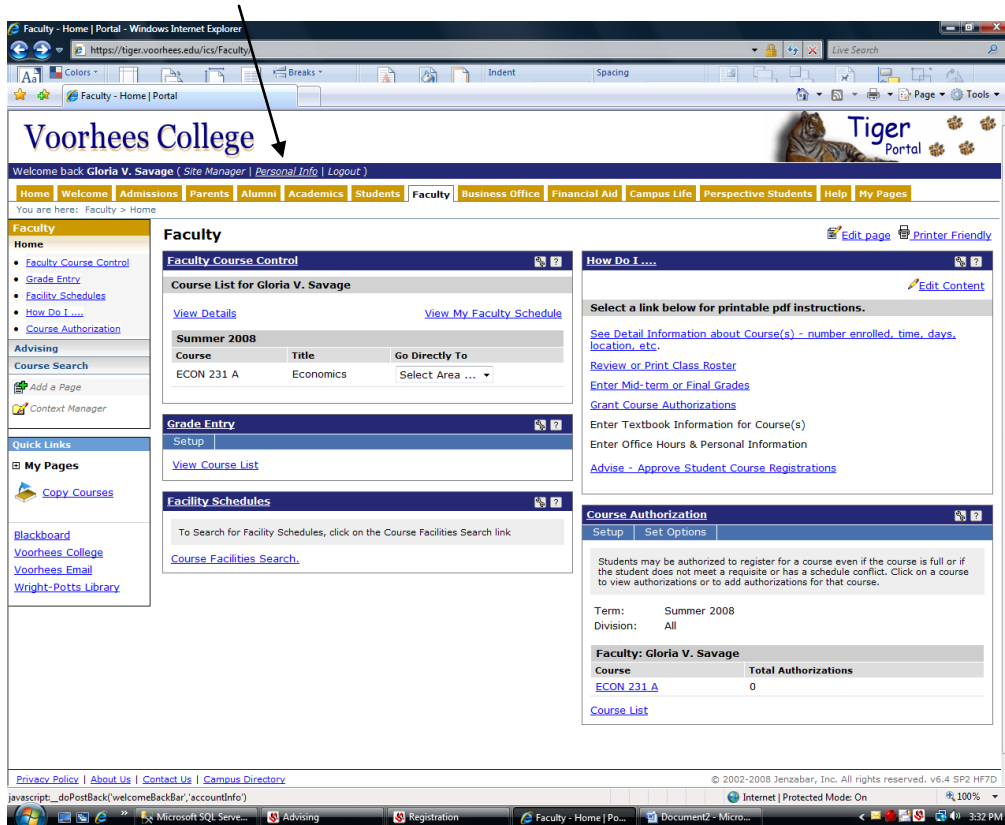
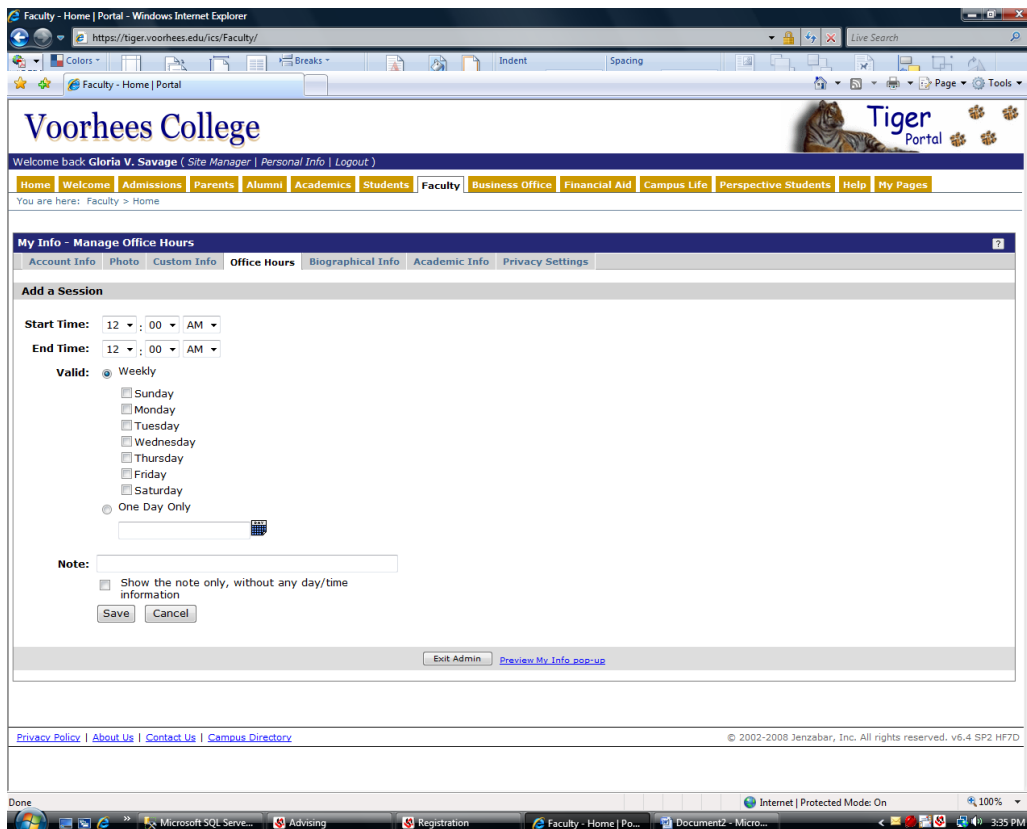


1: Select the "Personal Info" link at the top.



2: Select "Office Hours". Enter a "Start" and "End" time. Select the valid days. Or. Select "One Day Only" and enter a date. Enter a note to be attached to the office hours. Hit the "Save" button. Do this for as many times as needed to display your office hours.



3: You can edit/change your office hours using the “pencil” symbol. Use the “Trash Can” to delete.

The screenshot shows a web browser window displaying the Tiger Portal. The page title is "Voorhees College" and the user is logged in as "Gloria V. Savage". The navigation menu includes "Home", "Welcome", "Admissions", "Parents", "Alumni", "Academics", "Students", "Faculty", "Business Office", "Financial Aid", "Campus Life", "Perspective Students", "Help", and "My Pages". The current page is "My Info - Manage Office Hours".

The "Office Hours" section shows a list of office hours with edit and delete icons:

Office Hours	Edit	Delete
Monday, Wednesday, Friday 3:00 PM to 5:00 PM		
Tuesday, Thursday 1:00 PM to 2:00 AM		

A message box above the list says "Office hours deleted." Below the list is the "Add a Session" form with fields for "Start Time", "End Time", "Valid" (Weekly or One Day Only), and "Note".

At the bottom of the page, there are links for "Exit Admin" and "Preview My Info pop-up".