**How to access Schedule Source**

1. Point your browser toward [https://www.schedulesource.net/Enterprise/](https://www.schedulesource.net/Enterprise/)

2. Click on “Employee” to reach the individual employee sign-in page:

3. Enter your login information as follows (see screenshot below):
   - **Code:** You can use any location where you work. Here are the codes:
     - `maininfodesk` = Information Desk
     - `vrdesk` = Virtual Desk
     - `uglref` = Undergrad Reference
     The location code that you use determines the default location that appears when you log in. For example, if you log in using “vrdesk”, your virtual desk shifts will appear first when you click “full schedule.”
   - **User name:** your first name plus the first letter of your last name
     For example, Kathleen Kern = kathleenk
   - **Password:** The default password is “refisfun”
     You should change this password in your profile when you first login

4. If you have problems with logging in, please contact Wendy Gregory (gregory2@illinois.edu) or JoAnn Jacoby (jacyby@illinois.edu).
a. Mobile access

The mobile version of Schedule Source is available via the web at https://www.schedulesource.net/Enterprise/Mobile/.

To get there from schedulesource.com, click the “sign in” link, then click on “Team Work - Mobile” instead of “Team Work - Enterprise.”