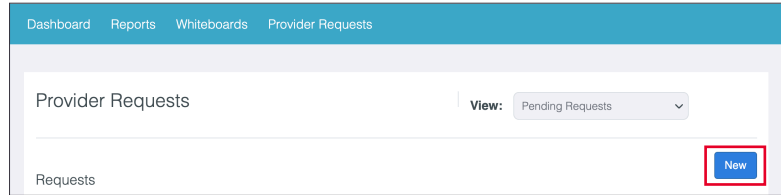


TigerConnect Physician Scheduling

Submitting Schedule Requests as a Provider

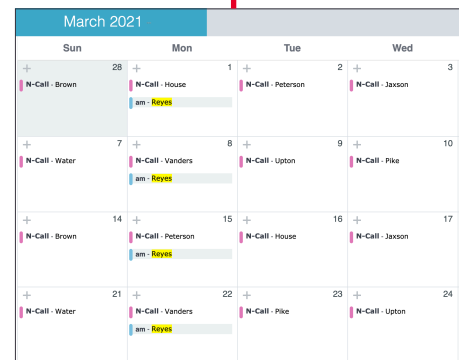
Starting Your Request on Web

To start, log in to TigerConnect Physician Scheduling on the web and click Provider Requests. Once there, click **New** at the right of the screen.



Click the dropdown menu under **Select request type** to choose your type of request and length. Click the dropdown menu under **Select a length** to choose an exact day to request off, or if choosing a range of days, your start and end dates. Optionally, you may leave a comment to the schedulers in the section at the bottom of the screen. Click **Submit Request**.

By clicking **View My Schedule**, your schedule will display in month view with your name highlighted in yellow.



Alternatively, you can click on **Use Year View** to select your requests. Any dates highlighted yellow indicates that there is something already scheduled for that day. Once you have chosen your dates, scroll to the bottom of the screen to find Provider Comments and submit your request.

Provider	Comment	Type	Job	Submitted	Dates	Update
Lucas P Reyes		Day Off	-	03/01/2021 07:57 pm	05/05/2021 - 05/11/2021	View Edit Retract

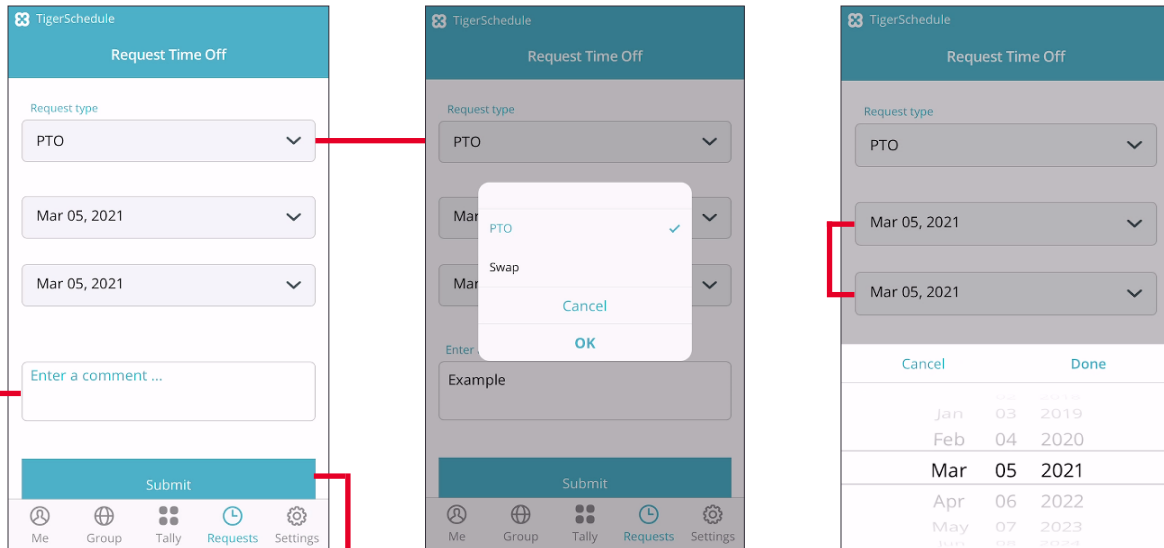
Once the request has been submitted, you will have a quick summary of the request. You can **View**, **Edit** or **Retract** the request as needed.

TigerConnect Physician Scheduling

Submitting Schedule Requests as a Provider

Starting Your Request on Mobile

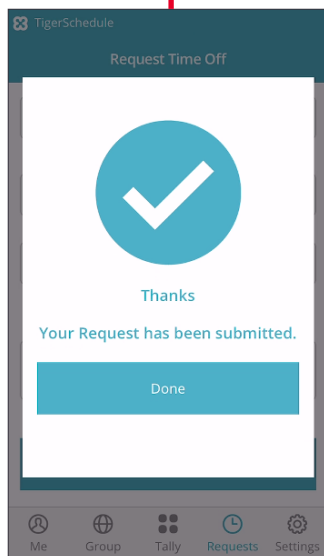
Go to the Requests tab on the bottom menu. Tap the Request type dropdown menu to select the type of request that you want to submit. After choosing the type of request, choose the start and end date for this request. If choosing only one day, make the start and end day on the same date.



In the last field, you may enter additional information to the scheduler or whoever is approving the request.

Tap Submit to complete the request.

When submitting on the web or mobile applications, you will receive an email notification (*example below*) verifying your pending request.



***** DO NOT REPLY TO THIS EMAIL *****
 A new request has been sent for your group.
 Please login at <https://schedule.tigerconnect.com> to see the results.

Created: 03/05/2021 10:49 am
 Type: PTO
 Requested By: Lucas Reyes
 Date(s): 04/05/2021 - 04/05/2021
 Job: Pediatrician

Status: Pending