

## Adding and Modifying Provider Availability in PASS

### Add availability



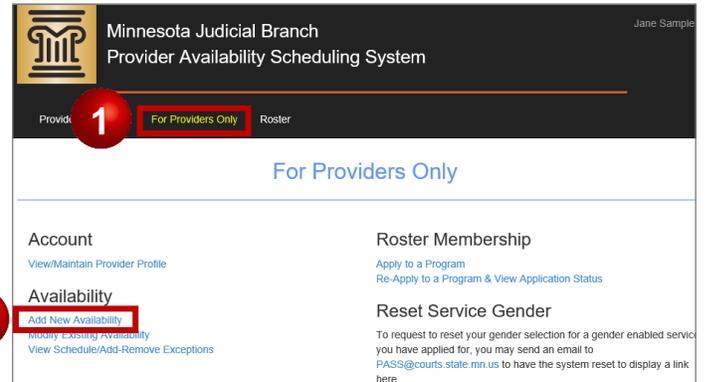
Acceptance to a program must occur prior to entering availability. Providers will not appear on rosters or in search results until availability has been added.

1. Click **For Providers Only**.
2. Click **Add New Availability**.
3. Read the Acknowledgements, and click **I Accept**.
4. Click **Select the programs (county services) for which your availability applies** and check applicable boxes. At least one selection is required.
5. Enter availability parameters for the selection(s).



To add availability for a single date, enter the same date in both date range fields. If the end date is left blank, the definition will apply for one year. Click **Show me the resulting list of days for this availability definition** to see a calendar preview.

6. Click **Add Availability**.
7. Click **Add Another Availability Definition** to continue adding definitions, or click **Cancel/Close** to exit.



Minnesota Judicial Branch  
Provider Availability Scheduling System

Provide **1** For Providers Only Roster

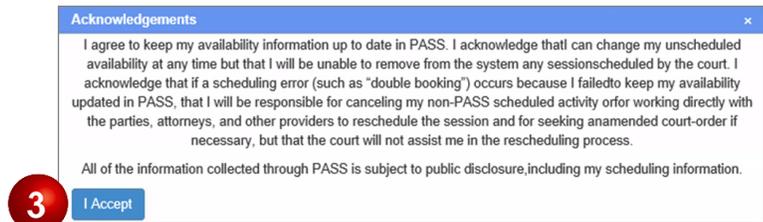
For Providers Only

Account  
View/Maintain Provider Profile

Roster Membership  
Apply to a Program  
Re-Apply to a Program & View Application Status

Availability  
**2** Add New Availability  
Modify Existing Availability  
View Schedule/Add-Remove Exceptions

Reset Service Gender  
To request to reset your gender selection for a gender enabled service you have applied for, you may send an email to [PASS@courts.state.mn.us](mailto:PASS@courts.state.mn.us) to have the system reset to display a link here.

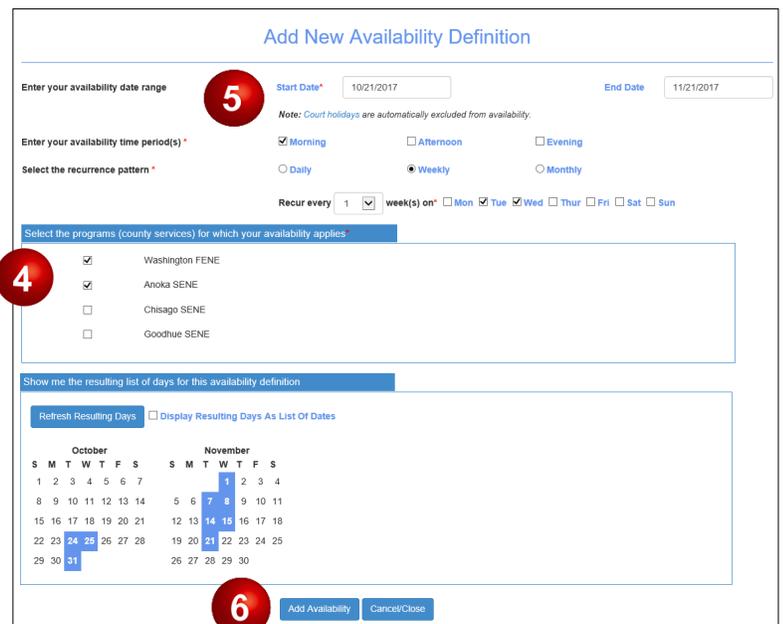


Acknowledgements

I agree to keep my availability information up to date in PASS. I acknowledge that I can change my unscheduled availability at any time but that I will be unable to remove from the system any sessions scheduled by the court. I acknowledge that if a scheduling error (such as "double booking") occurs because I failed to keep my availability updated in PASS, that I will be responsible for canceling my non-PASS scheduled activity or for working directly with the parties, attorneys, and other providers to reschedule the session and for seeking an amended court-order if necessary, but that the court will not assist me in the rescheduling process.

All of the information collected through PASS is subject to public disclosure, including my scheduling information.

**3** I Accept



Add New Availability Definition

Enter your availability date range **5** Start Date\* 10/21/2017 End Date 11/21/2017  
Note: Court holidays are automatically excluded from availability.

Enter your availability time period(s) \*  Morning  Afternoon  Evening

Select the recurrence pattern \*  Daily  Weekly  Monthly

Recur every 1 week(s) on\*  Mon  Tue  Wed  Thur  Fri  Sat  Sun

**4** Select the programs (county services) for which your availability applies

Washington FENE  
 Anoka SENE  
 Chisago SENE  
 Goodhue SENE

Show me the resulting list of days for this availability definition

Display Resulting Days As List Of Dates

October							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				<b>1</b>	2	3	4
8	9	10	11	12	13	14	5	6	<b>7</b>	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

**6** Add Availability Closes/Close

**7** Add Another Availability Definition Edit Availability Definition Cancel/Close

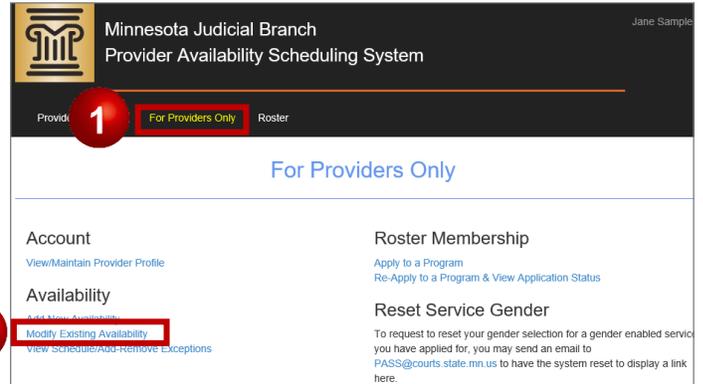
## Adding and Modifying Provider Availability in PASS

### Modify availability

1. Click **For Providers Only**.
2. Click **Modify Existing Availability**.
3. To limit sessions to only one per day, check the box above the definition listing. This will apply to all availability definitions.
4. Click **Modify** for the applicable definition.
5. Make changes to your preferences, and click **Update Availability**.
6. Click **Cancel/Close**.



For instructions on entering exceptions for an availability definition, see QRG: Viewing Provider Calendar and Adding Exceptions to Availability in PASS.



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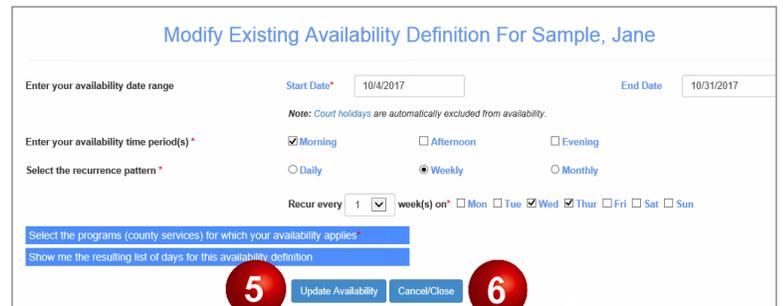


Modify Existing Availability

Only Allow One Session to be Scheduled **3**

Availability Definitions

Date Range	County and Service Types	Recurrence Pattern	Time Periods	Days of Week	Actions
10/4/2017 - 10/31/2017	Anoka - SENE	Weekly	Morning	Wed, Thu	<b>4</b> Modify Delete
10/4/2017 - 10/31/2017	Chisago - SENE	Weekly	Evening	Sun	Roster Delete



Modify Existing Availability Definition For Sample, Jane

Enter your availability date range Start Date\* 10/4/2017 End Date 10/31/2017

Note: Court holidays are automatically excluded from availability.

Enter your availability time period(s) \*  Morning  Afternoon  Evening

Select the recurrence pattern \*  Daily  Weekly  Monthly

Recur every 1 week(s) on  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Select the programs (county services) for which your availability applies \*

Show me the resulting list of days for this availability definition

**5** Update Availability **6** Cancel/Close