MINNESOTA JUDICIAL BRANCH
COURT SERVICES DIVISION
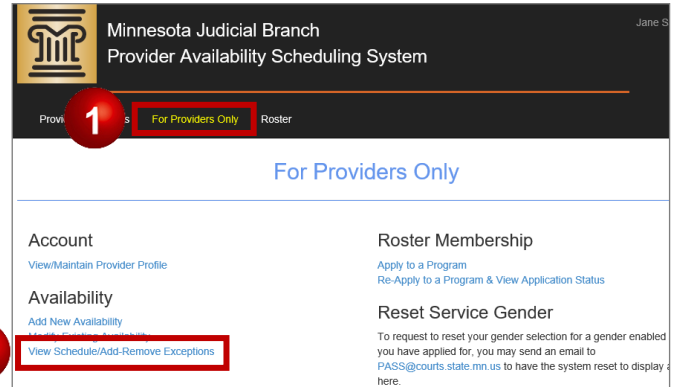*Inform* ● *Instruct* ● *Inspire*

Viewing the Provider Calendar and Adding Exceptions to Availability in PASS

View calendar

1. Click **For Providers Only**.

2. Click **View Schedule/Add-Remove Exceptions**. Dates will appear in a list format.

   a. Available: Established in availability definition

   b. Session Scheduled: Click to view session details

   c. Not Available: Exception added

Add exceptions to availability

1. Click **Edit Exceptions**.

   Exceptions cannot be added to scheduled sessions.

2. Check available session time(s) to remove from availability.

3. Click **Save**.