

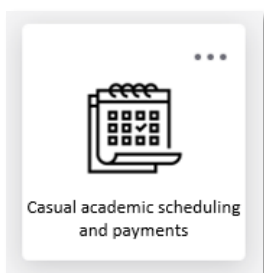
Casual Academic staff are able to print their accepted schedule of activities.

This guide shows the process of how schedules can be printed.

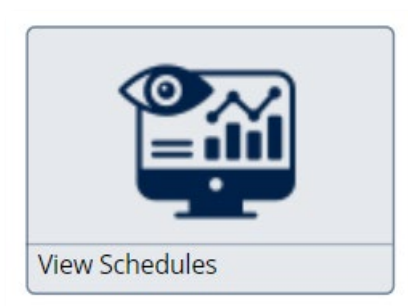
Note: Your Flinders University email address must be used to log into the CASP application.

## Print schedules process

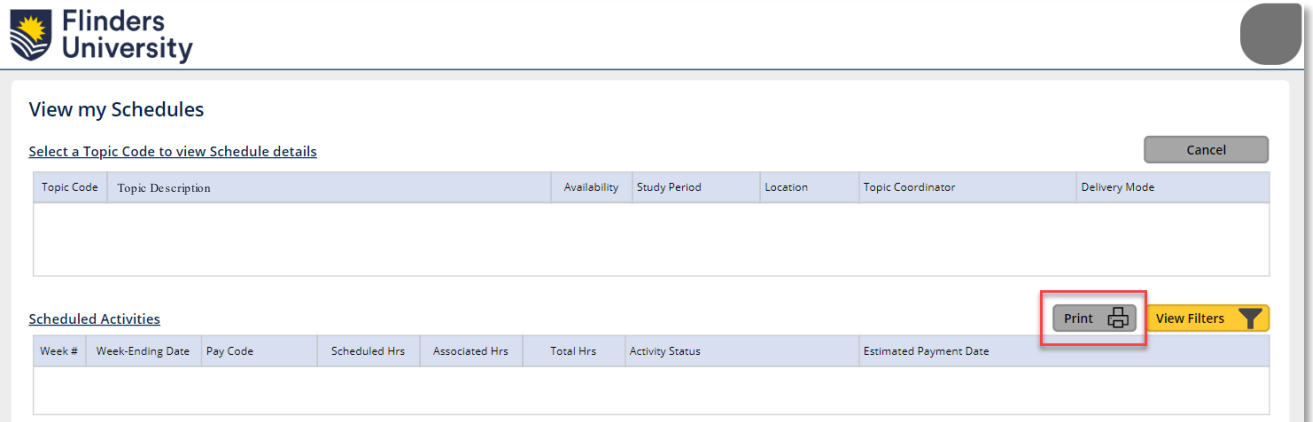
1. Select the **Casual academic scheduling and payments** icon from your Okta dashboard.



2. Select **View Schedules**.



3. Select the **Print** icon found in the middle of the screen on the right.



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### View my Schedules

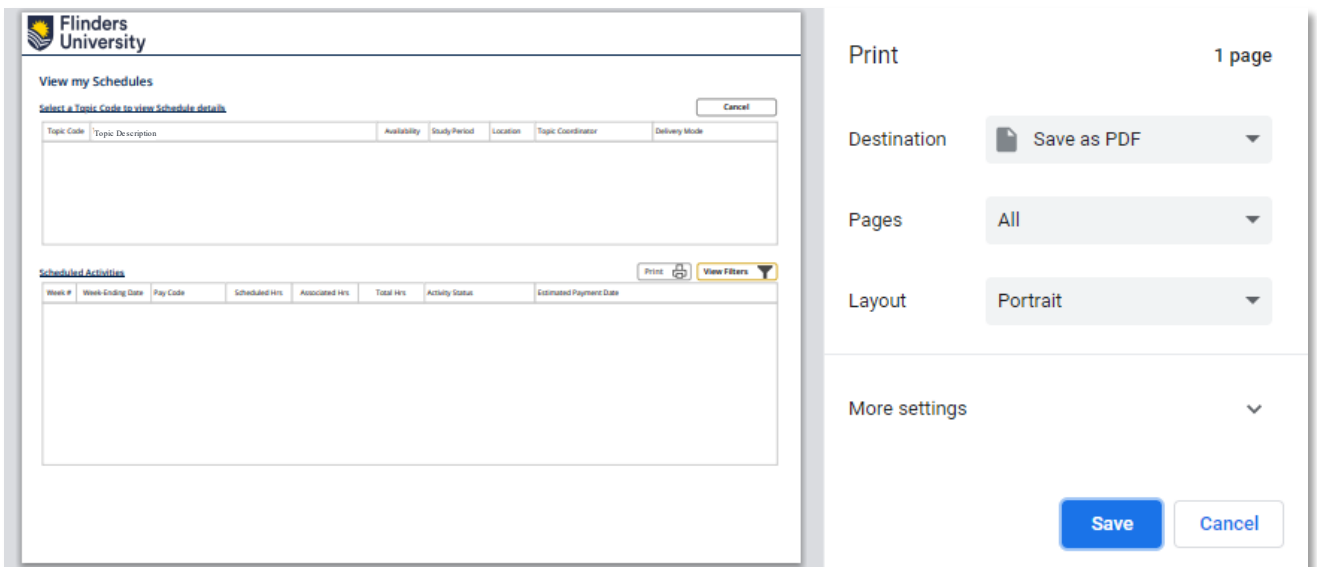
Select a Topic Code to view Schedule details Cancel

Topic Code	Topic Description	Availability	Study Period	Location	Topic Coordinator	Delivery Mode
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Scheduled Activities Print View Filters

Week #	Week-Ending Date	Pay Code	Scheduled Hrs	Associated Hrs	Total Hrs	Activity Status	Estimated Payment Date
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4. A print screen will appear, save as PDF to keep the file or select your printer.



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Print 1 page

Destination Save as PDF

Pages All

Layout Portrait

More settings

Save Cancel

*This ends the process*