**Tyler’s Veteran’s Benefits (TVB)**

**My Calendar Fact Sheet**

1. From the TVB Home Screen/Column click **Quick Access**. This automatically populates **My Calendar**; alternatively, you can hover over Quick Access and select My Calendar
2. ****The My Calendar page will populate displaying showing the current month and current day square being colored tan
3. **Calendar events** can be created by clicking on the date of the event and entering in the required data:
* **Subject**
* **Event Type** (Auto populates to only option of Appointment)
* **Start** and **End** **Time** both requiring this specific entry method **mm/dd/yyyy hh:mm AM/PM**
* Click **Save**
1. On the My Calendar page any events that you create will populate as a Green line while any tasks that are assigned to you will populate as a Blue line.