

# Edit your Serving Information

The **Serving** tab lets you establish your availability to serve in the organization and view associated attributes.

## Availability for Serving


In this section, you can set the availability for serving and enter any special information about your ability to serve.

1. In Access ACS, click **Home > My Profile**.
2. On the **My Profile** tab, click on the **Serving** sub-tab.
3. Select a time from the drop-down list.
4. Select the day or days you are available.
5. Enter any special notes or considerations in the **Notes** text box. For example, "Is certified in CPR."

## Attributes

The **Attributes** section displays the attributes assigned to the selected individual.

1. Click **Add Attributes**.
2. On the Personal Volunteering Details page, select the attributes you want associated with the individual.
3. Click **Save**.

1. Click **Edit**  beside the attribute group you want to edit.
2. Make the necessary changes on the Personal Volunteering Details page.
3. Click **Save**.

## Serving Commitments

The **Serving Commitments** section displays the serving commitments for the selected individual. Current serving commitments display automatically. To view past serving commitments for the individual, click **Show History**.

The serving opportunity name, position, date and leader display in the section.

### Related Topics

- [Edit your Contact Information](#)
- [Add Photos to Your Individual and Family Profiles](#)
- [Enter Profile Information](#)