

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](#)