Releasing Slots Tip Sheet

1. Navigate to the Slots tab on the homepage.
2. Search for the rotation number in the "Rotation #" column.
3. Check mark all the slots that aren't needed.
4. Click the "release selected slots" button at the bottom of the screen.
   - **When the button is clicked the first time, slots will be released from rotation. When the button is clicked twice, slots will be released from the university and they cannot be requested again.****
5. Page will reload, and slots will disappear.

Please email the Nurse Affiliate office when you have released slots. At this time, they **do not receive automatic email notifications when slots are released in mCE.