If you are a student employee, and can’t find your timesheet, follow these instructions:

How to Switch Profiles in MyPortal

Instructions

Desktop

1. In the upper right corner, click on the drop down arrow, and choose Select profile.

   ![Select profile dropdown](image)

2. Choose which profile you would like to view.

   ![Profile selection](image)

In the upper right-hand corner of the MyPortal screen, there’s an itty-bitty little drop down carrot where student employees can Select Profile, and change from Student to Staff for the Employee tab.

https://cofc.service-now.com/sp/?id=kb_article_view&sysparm_article=KB0010586