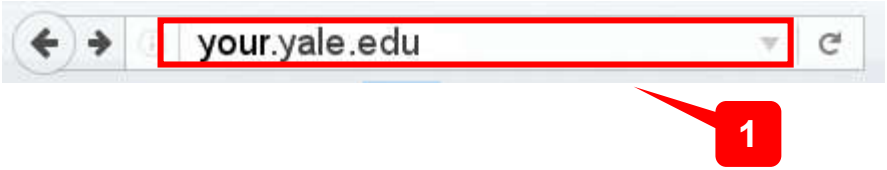
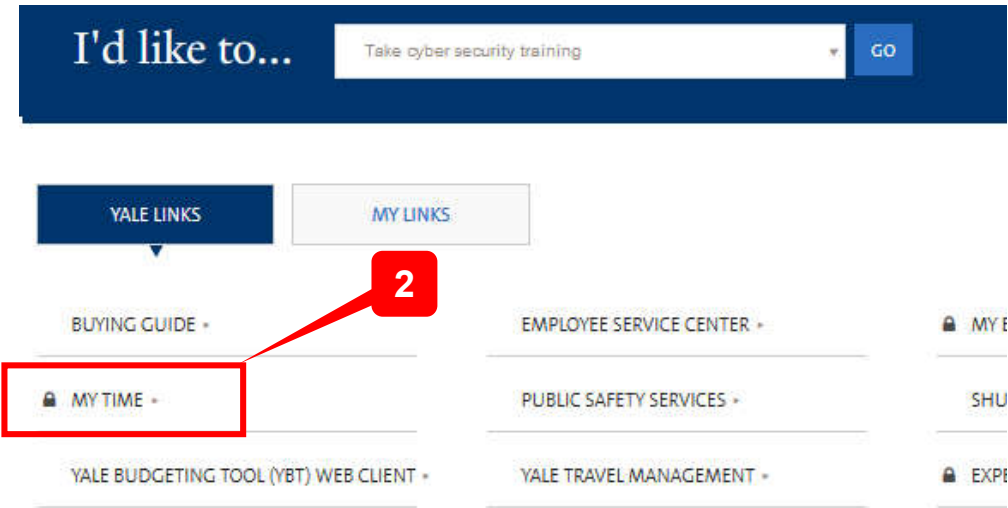
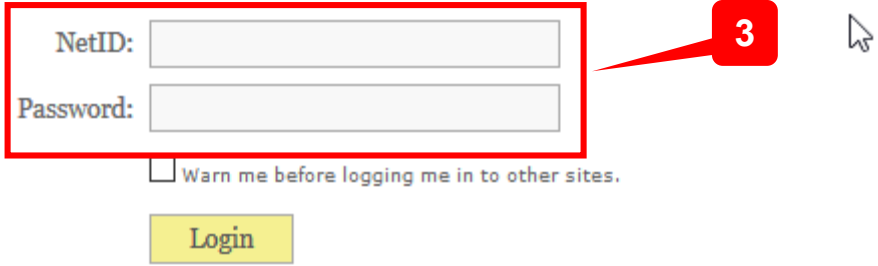
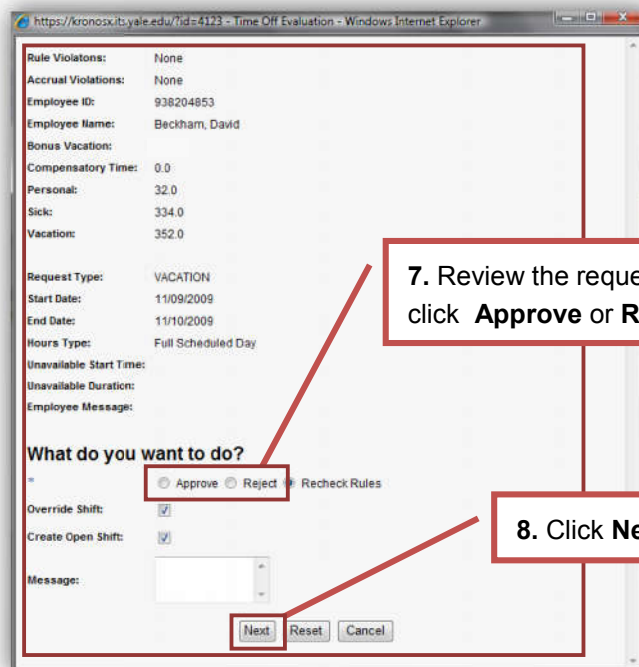
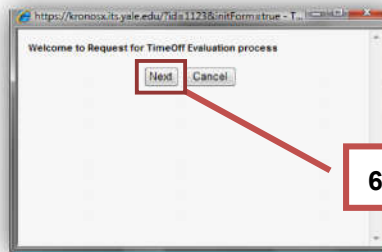
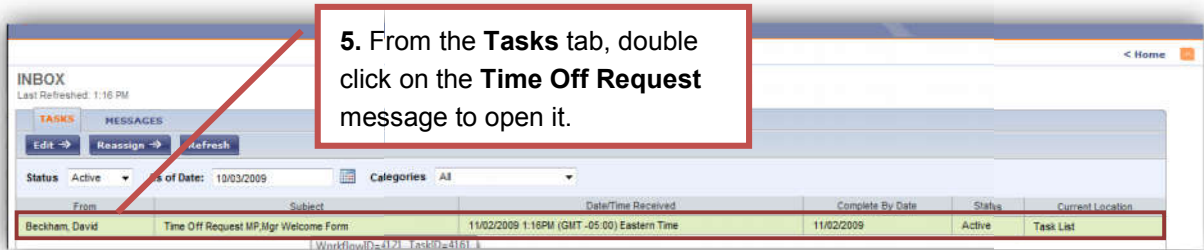
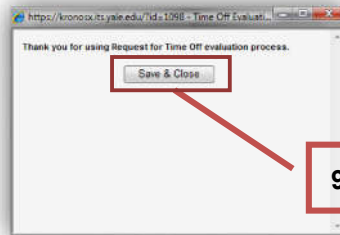


## Approving Time Off Requests

<p><b>1</b> Open an internet browser and go to the following address:</p> <p><a href="http://your.yale.edu">http://your.yale.edu</a></p>	<p>It's Your Yale</p> 
<p><b>2</b> On the homepage, click <b>MY TIME</b>.</p>	
<p><b>3</b> Log in with your NetID and Password.</p>	<p><b>Login required</b></p> <p>You may establish Yale authentication now in order to access protected services later.</p>  <p><input type="checkbox"/> Warn me before logging me in to other sites.</p> <p>Login</p>





9. Click **Save & Close**.