



## New Account Default Provider

### What is the new feature?

ML Schedules™ Software users can now specify a Default Provider so a designated school district is automatically associated with your account to facilitate searching for spaces. Note that users can still easily search another district's spaces in the *Reserve Space* screen using the *Space Provider* drop-down menu.

### What do I have to do to use this feature?

Once logged into the software:

1. Select the *Profile* command from the gray toolbar to display the User Profile screen.
2. Select the desired *Default Provider* from the drop-down menu as shown below.
3. Select the *Submit* button to associate the Default Provider with your account.

### ML Schedules™ Edit Profile screen

Default Provider  
drop-down-menu

**Questions?** Please check these additional resources for more information about this new feature:

- ML Schedules™ Software [Community User Quick Start Guide](#) (pg. 8)

### Suggestions?

If you have ideas on how to improve this feature and its associated procedure, please [let us know](#). Thanks!

