

Updating the Time Zone Feature in myDouglas

Student Guide

Version 1.0



DOUGLASCOLLEGE

Introduction

If the time zone feature in myDouglas is *not* set to display time for the North American Pacific region, your course schedule in myDouglas as well as your myDouglas calendar could be affected.

This document explains how to update or adjust the time zone feature in myDouglas.

Update the myDouglas Time Zone Feature

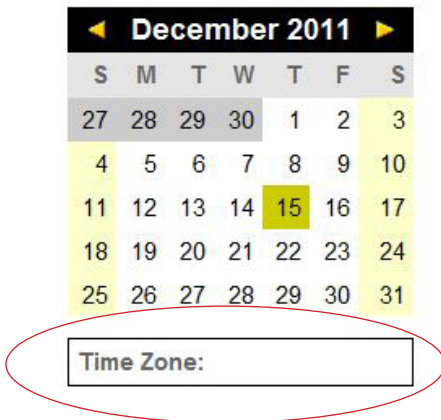
1. Log into myDouglas.
2. Click on the **Calendar** icon. It is located on the top right-hand side of the screen. A new window opens.



3. Click on the **Calendar** tab. See image below.



4. Under the small calendar, located on the left-hand side of the screen, check to see if you have a time zone selected.



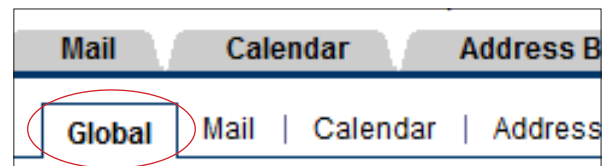
Important: The correct time zone is **GMT-0:8:00 Canada/Pacific**. If you have the correct time zone selected, you *do not* need to continue on with these instructions.

If you do not see a time zone displayed next to the Time Zone label, you do not have a time zone selected. If you see a time zone other than **GMT-0:8:00 Canada/Pacific**, you have the wrong time zone selected. Please follow the steps below.

5. Click the **Options** tab.

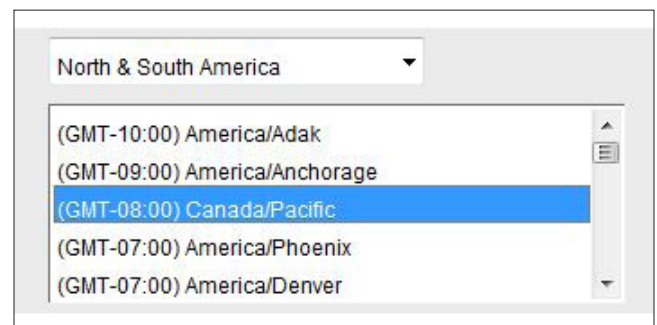


6. Then, select the the **Global** tab. See image below.



7. Scroll down the page to the time zone section.
8. Change the time zone settings to **North & South America** and **GMT-0:8:00 Canada/Pacific**.

Your changes need to match the image below.



9. Click **Save**.