# Teachers unable to view their schedule

## A teacher can't view her schedule — how do I fix this?

Check the following in **Contacts**:

1. Confirm she's logging in with the **email address on file**.
2. Confirm her **Admin Level** is set to **Appointment Viewer**.
3. Check the small tab labeled **Vendor Access** and under the **Resource Access** section confirm the box next to her name is checked.

> Imported teachers are automatically configured correctly. If a teacher was added **manually**, you'll need to set both of these yourself.

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