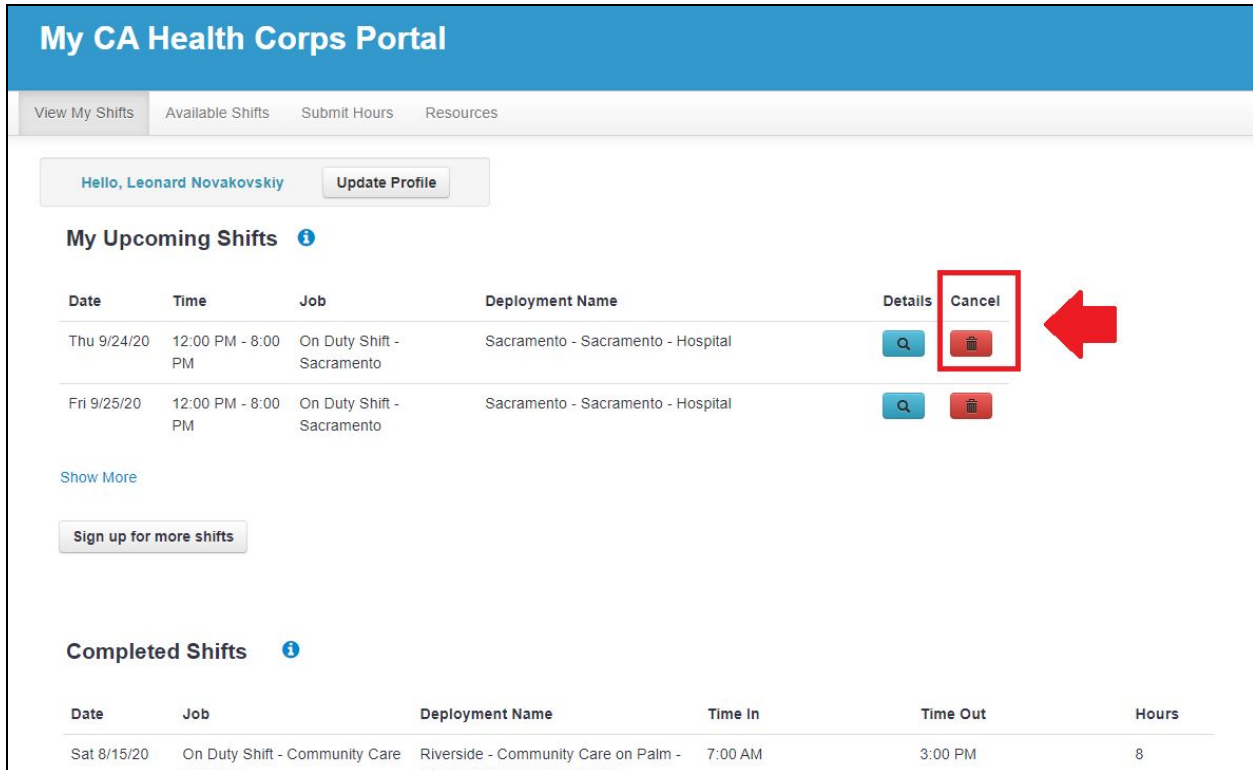


Cancelling a Shift

Note: Please make sure to notify the facility and a CA Health Corps Deployment Manager if you need to cancel a shift.

1. Go to your **CA Health Corps Portal**.
2. See **My Upcoming Shifts**. To cancel a shift, click the Trash Icon next to the shift you would like to cancel.



My CA Health Corps Portal

View My Shifts | Available Shifts | Submit Hours | Resources

Hello, Leonard Novakovskiy [Update Profile](#)

My Upcoming Shifts ?

Date	Time	Job	Deployment Name	Details	Cancel
Thu 9/24/20	12:00 PM - 8:00 PM	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital		
Fri 9/25/20	12:00 PM - 8:00 PM	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital		

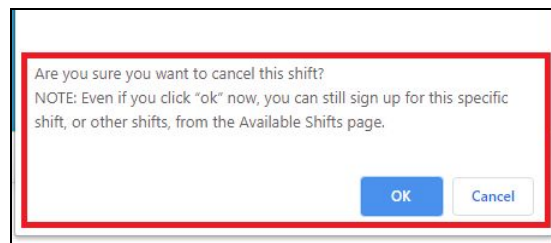
[Show More](#)

[Sign up for more shifts](#)

Completed Shifts ?

Date	Job	Deployment Name	Time In	Time Out	Hours
Sat 8/15/20	On Duty Shift - Community Care	Riverside - Community Care on Palm -	7:00 AM	3:00 PM	8

3. You will see a confirmation pop up. Then when you **confirm the cancellation**, you can scroll down to see the shift that you cancelled at the bottom of your portal.



Canceled Shifts ?			
Date	Job	Deployment Name	Hours
Thu 9/24/20	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital	0
Sat 9/5/20	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital	0
Sat 8/29/20	Nurse 7am-3:30pm	Los Angeles - UX Test - Alternate Care Site (ACS)	0
Wed 8/26/20	Test Hours	Sacramento - Test Hours - Alternate Care Site (ACS)	0
Wed 7/29/20	Nurse 3:00pm-11:30pm	Los Angeles - UX Test - Alternate Care Site (ACS)	0
Show More			

- Please contact the facility** - the contact number is listed in the facility description on the Available Shifts Page. And please email cahealthcorps@emsa.ca.gov to **cancel lodging**.

Please see the example below:

Available Shifts ?

Click on each job title to open and close the collapsible panel to view available shifts.

On Duty Shift - Sacramento
123 First Street Sacramento 12345

This facility has requested licensed experienced RN's and LVN's

- Please sign up for only one shift per day. **Regularly cancelling shifts will result in removal from CA Health Corps**
- If you can not make a shift please also email cahealthcorps@emsa.ca.gov so we can adjust your schedule
- Health Corps will arrange lodging for participants signing up for three shifts at a facility and that reside 50 miles or more from the facility. To request lodging please contact cahealthcorps@emsa.ca.gov