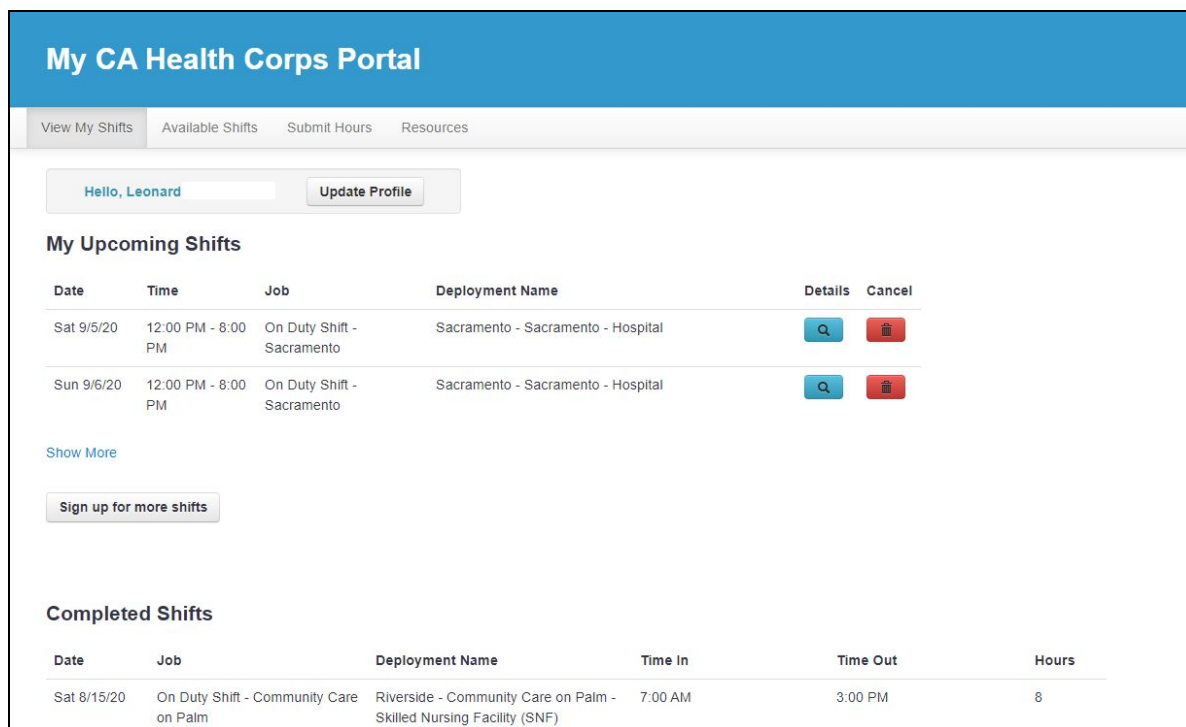


# Your Health Corps Portal

Your Health Corps Portal is where you can update your profile information, sign up for and cancel shifts, find resources, submit your hours worked, and more. We recommend you bookmark this and check it regularly, since new opportunities pop up every day.

**Note: Please only use Google Chrome, Safari or Firefox web browsers.**



The screenshot shows the 'My CA Health Corps Portal' dashboard. At the top, there's a blue header with the title. Below it is a navigation bar with links: 'View My Shifts' (active), 'Available Shifts', 'Submit Hours', and 'Resources'. The main content area includes a greeting 'Hello, Leonard' and an 'Update Profile' button. Under 'My Upcoming Shifts', there are two rows of shift information with columns for Date, Time, Job, Deployment Name, Details, and Cancel. Below this is a 'Show More' link and a 'Sign up for more shifts' button. The 'Completed Shifts' section shows a single row of completed shift information with columns for Date, Job, Deployment Name, Time In, Time Out, and Hours.

Date	Time	Job	Deployment Name	Details	Cancel
Sat 9/5/20	12:00 PM - 8:00 PM	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital		
Sun 9/6/20	12:00 PM - 8:00 PM	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital		

[Show More](#)

[Sign up for more shifts](#)

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

## Overview of the menu bar:

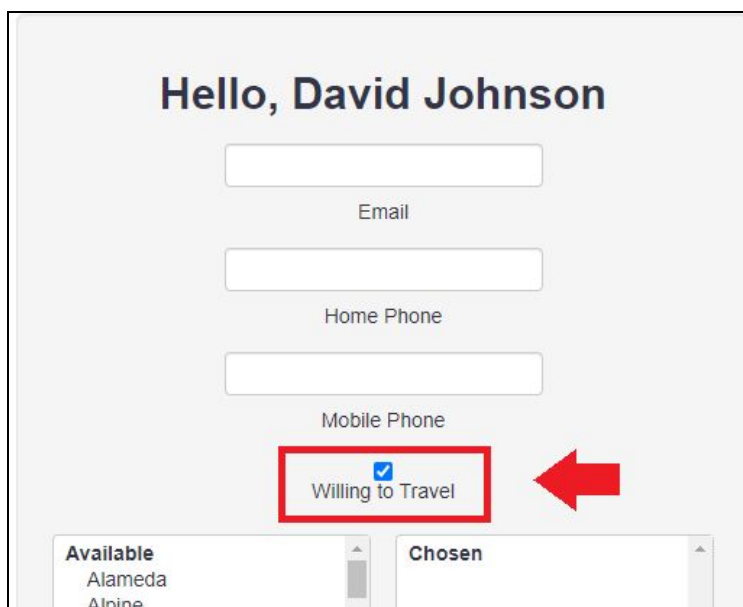
1. **View My Shifts:** This is your homepage or “Dashboard” where you can update your Profile information and view your Upcoming Shifts, Completed Shifts, and Cancelled Shifts.
2. **Available Shifts:** On this page, you can view a list of facilities and shifts available to sign up for. Health Corps staff adds you to an opportunity (also known as a “Deployment”) based on your location, skills/certifications, and willingness to travel.
3. **Submit Hours:** This page is where you go to submit hours after you have completed a shift.
4. **Resources:** The “one stop shop” for informational resources such as FAQs, guides, and more.

## How to mark yourself as “Willing to Travel”:

1. On the View My Shifts page, click on **Update Profile** next to your name.

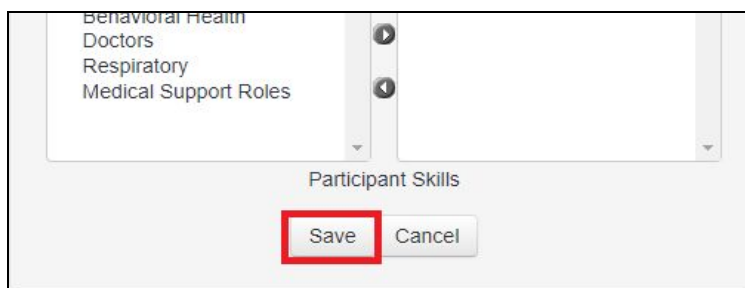


2. Click on the **checkbox** under Willing to Travel. This will increase the number of facilities seen in your CA Health Corps Portal in the future.



The screenshot shows a profile update form for 'Hello, David Johnson'. It includes input fields for Email, Home Phone, and Mobile Phone. Below these is a checkbox labeled 'Willing to Travel' which is checked and highlighted with a red box. A red arrow points to this checkbox. At the bottom, there are two scrollable lists: 'Available' (showing Alameda and Alpine) and 'Chosen'.

3. Click **Save** at the bottom.



The screenshot shows the bottom of the profile update form. It features a 'Participant Skills' section with a scrollable list containing 'Behavioral Health', 'Doctors', 'Respiratory', and 'Medical Support Roles'. Below this list are two buttons: 'Save' (highlighted with a red box) and 'Cancel'.