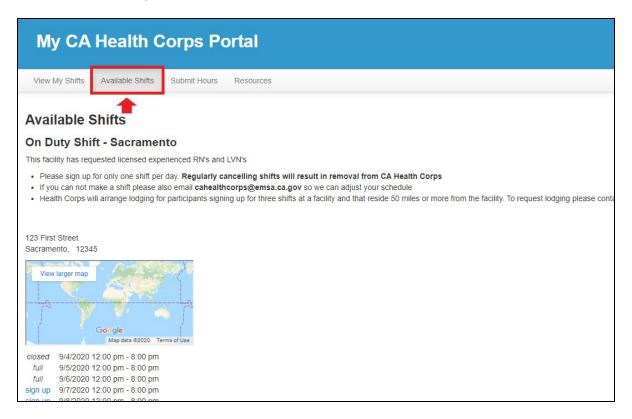


Signing up for Shifts

Please note: You can only sign up for one shift per day and you must receive approval from the facility to work more than 40 hours per week.

- 1. Go to your CA Health Corps Portal.
- 2. Click on **Available Shifts** in the menu bar. Here you can view all available shifts, sorted by Deployment Campaign. You are added to a Deployment Campaign based on your location, willingness to travel, and skills or certifications.



- 3. Scroll to find the shift(s) that best suits your availability and skill set. Click *sign up*. A confirmation will pop up.
 - a. NOTE: If you are an RN or LVN, you may sign up for a CNA shift. Please do NOT sign up for a shift that is above your certification level. For example, if you are an EMT, please do not sign up for an RN or LVN shift.
- 4. Confirm the date, time and location of the shift. Confirm that your contact information is correct. Click on **Sign Up**.





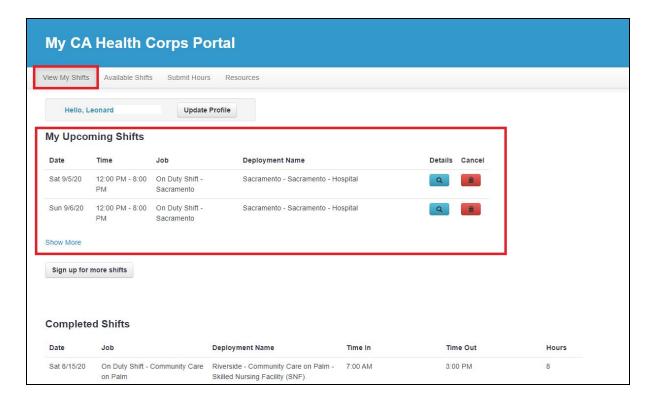
5. You will see a confirmation of your shift sign up.



6. To view your upcoming shift, go to **View My Shifts** in the top Menu Bar. Here you can see your upcoming shift date, time and location. You will receive an email confirming your shift sign up, along with details on what to do next.

You can also see Completed and Cancelled Shifts below this.





If you need to request lodging for a shift that is 50+ miles away from your home address, please email a lodging request to <u>cahealthcorps@emsa.ca.gov</u>.

You can find instructions on how to submit a lodging request here: https://files.covid19.ca.gov/pdf/How-to-Request-Lodging.pdf

Please email <u>cahealthcorps@emsa.ca.gov</u> if you have any additional questions.