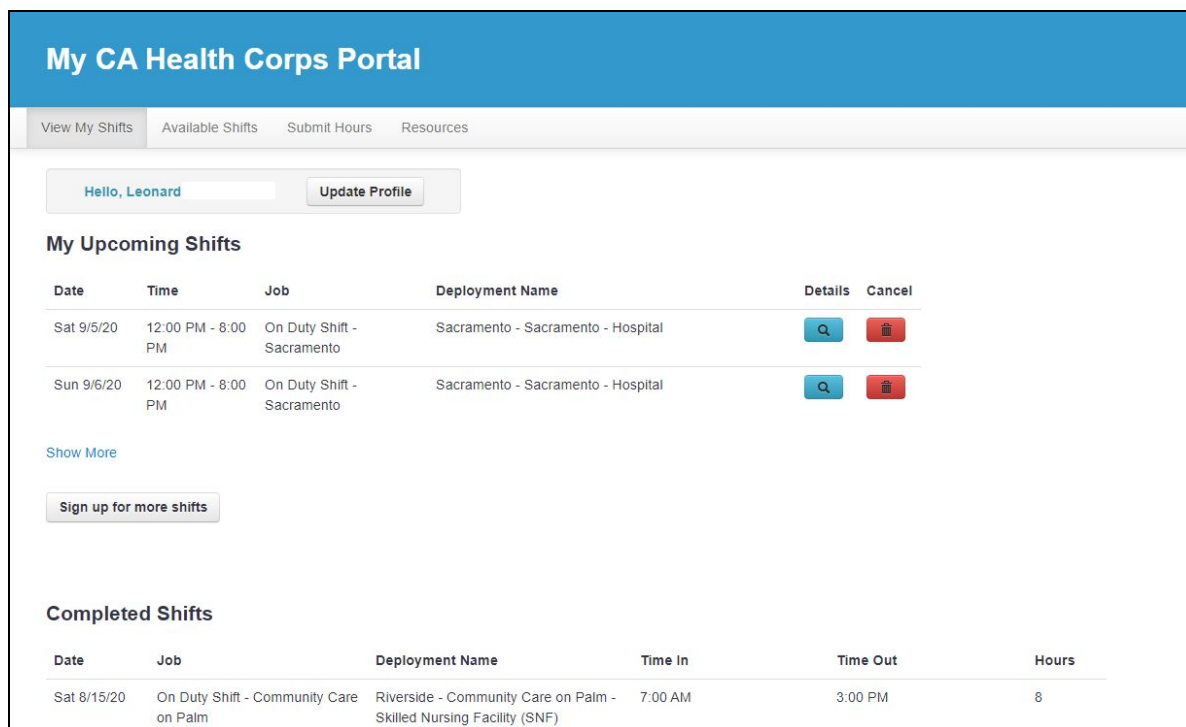


Your Health Corps Portal

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 starts with a greeting 'Hello, Leonard' and an 'Update Profile' button. Below this is a section titled 'My Upcoming Shifts' which contains a table of upcoming shifts. The table has columns for Date, Time, Job, Deployment Name, Details, and Cancel. Two shifts are listed for September 5th and 6th, 2020, both from 12:00 PM to 8:00 PM, at Sacramento - Sacramento - Hospital. Below the table is a 'Show More' link and a 'Sign up for more shifts' button. At the bottom is a section titled 'Completed Shifts' with a table showing a completed shift on September 1st, 2020, from 7:00 AM to 3:00 PM, at Riverside - Community Care on Palm - Skilled Nursing Facility (SNF), for 8 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:

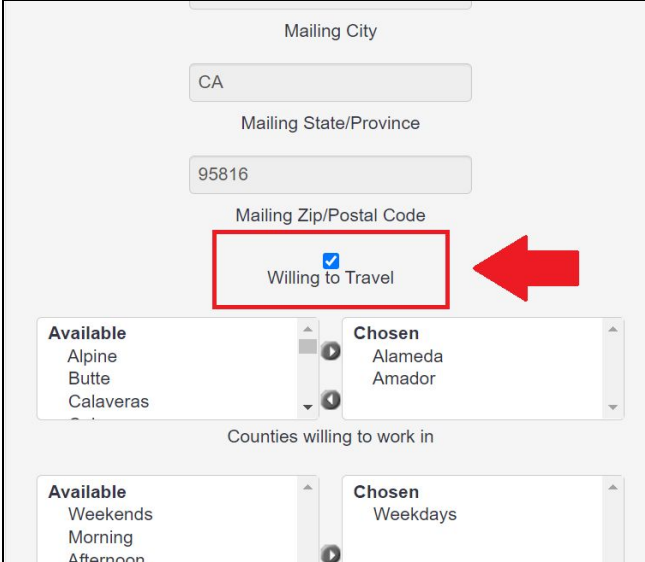
1. **View My Shifts:** This is your homepage or “Dashboard” where you can update your Profile information and view your Upcoming Shifts, Completed Shifts, and Cancelled Shifts.
2. **Available Shifts:** On this page, you can view a list of facilities and shifts available to sign up for. Health Corps staff 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.

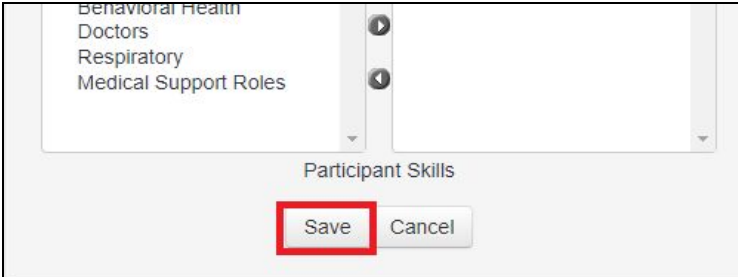


2. Click on the **checkbox** under Willing to Travel. This will increase the number of facilities seen in your CA Health Corps Portal in the future.



This screenshot shows a portion of the profile update form. It includes fields for 'Mailing City' (containing 'CA'), 'Mailing State/Province' (containing '95816'), and 'Mailing Zip/Postal Code'. Below these fields is a checkbox labeled 'Willing to Travel' which is checked with a blue checkmark. This checkbox is enclosed in a red rectangular box, and a large red arrow points to it from the right. Below the checkbox are two scrollable lists: 'Available' (with items like Alpine, Butte, Calaveras) and 'Chosen' (with items like Alameda, Amador). At the bottom of this section is the label 'Counties willing to work in'. Below that are two more scrollable lists: 'Available' (with items like Weekends, Morning, Afternoon) and 'Chosen' (with item Weekdays).

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



This screenshot shows the bottom portion of the profile update form. It includes a scrollable list of 'Participant Skills' with items like 'Behavioral Health', 'Doctors', 'Respiratory', and 'Medical Support Roles'. Below the list are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a red rectangular box.