

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 is a blue header with the title. Below it is a navigation bar with four tabs: 'View My Shifts' (selected), 'Available Shifts', 'Submit Hours', and 'Resources'. The main content area has a greeting 'Hello, Leonard Novakovski' and an 'Update Profile' button. Below this is a section titled 'My Upcoming Shifts' with a table header: 'Date', 'Time', 'Job', 'Deployment Name', 'Details', and 'Cancel'. A 'Show More' link and a 'Sign up for more shifts' button are also present. The 'Completed Shifts' section follows, featuring a table with columns: 'Date', 'Job', 'Deployment Name', 'Time In', 'Time Out', and 'Hours'. Two rows of completed shifts are shown, both for 'Sat 8/15/20' and 'Sat 8/8/20', for an 'On Duty Shift - Community Care on Palm' at 'Riverside - Community Care on Palm - Skilled Nursing Facility (SNF)', with a time of 7:00 AM to 3:00 PM and 8 hours.

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
Sat 8/8/20	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:

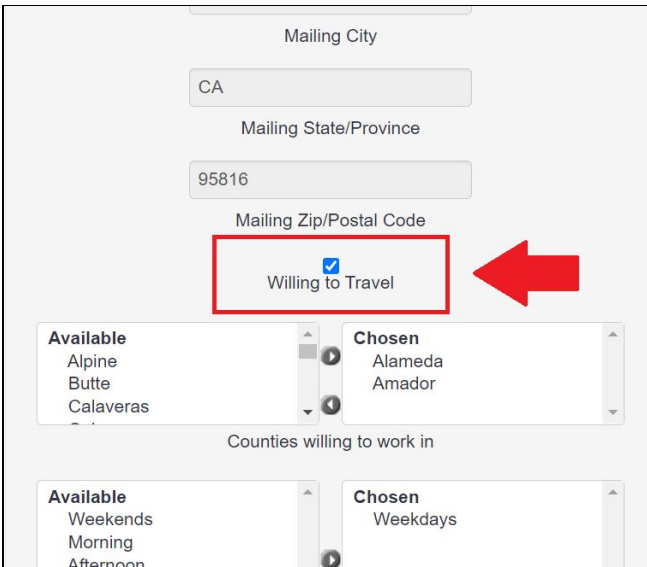
1. **View My Shifts:** This is your homepage or “Dashboard” where you can update your Profile information and view your Upcoming Shifts, Completed Shifts, and Cancelled Shifts.
2. **Available Shifts:** On this page, you can view a list of facilities and shifts available to sign up for. Health Corps staff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

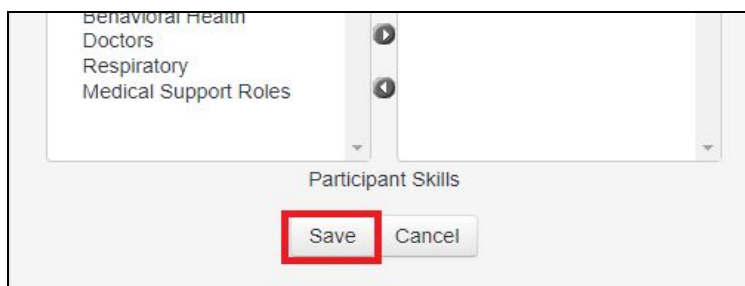


2. Click on the **checkbox** under Willing to Travel. This will increase the number of facilities seen in your CA Health Corps Portal in the future.



This screenshot shows a portion of the profile update form. It includes input 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 options like Alpine, Butte, Calaveras) and 'Chosen' (with options 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 options like Weekends, Morning, Afternoon) and 'Chosen' (with the option Weekdays).

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



This screenshot shows the bottom of the profile update form. It features a scrollable list of 'Participant Skills' with options 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.