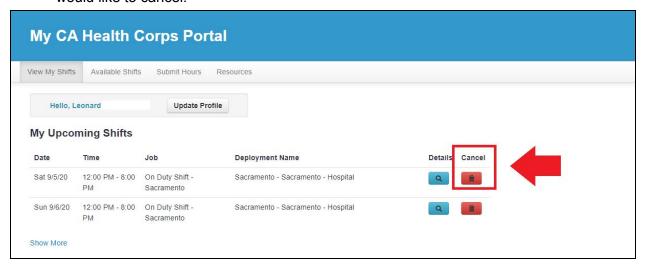


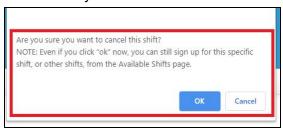
## Cancelling a Shift

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.



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.







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

## Please see the example below:

