

## 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.

The screenshot shows the 'My CA Health Corps Portal' interface. The top navigation bar includes 'View My Shifts', 'Available Shifts' (highlighted with a red box and a red arrow), 'Submit Hours', and 'Resources'. Below the navigation bar, the 'Available Shifts' section is titled 'On Duty Shift - Sacramento'. It states: 'This facility has requested licensed experienced RN's and LVN's'. A list of instructions follows: 'Please sign up for only one shift per day. Regularly cancelling shifts will result in removal from CA Health Corps', 'If you can not make a shift please also email [cahealthcorps@emsa.ca.gov](mailto:cahealthcorps@emsa.ca.gov) so we can adjust your schedule', and 'Health Corps will arrange lodging for participants signing up for three shifts at a facility and that reside 50 miles or more from the facility. To request lodging please contact...'. The location is listed as '123 First Street, Sacramento, 12345'. A map of California is shown with a 'View larger map' link. At the bottom, a list of shifts is displayed: 'closed 9/4/2020 12:00 pm - 8:00 pm', 'full 9/5/2020 12:00 pm - 8:00 pm', 'full 9/6/2020 12:00 pm - 8:00 pm', 'sign up 9/7/2020 12:00 pm - 8:00 pm', and 'sign up 9/8/2020 12:00 pm - 8:00 pm'.

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**.

Participant Sign Up

First Name\* Leonard

Last Name\*

Email\*

Business Phone

Home Phone

On Duty Shift - Sacramento  
9/14/2020 12:00 pm - 8:00 pm

Sign Up Cancel

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

Participant Sign Up

Thank you for signing up.

Close

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.

## My CA Health Corps Portal

[View My Shifts](#)[Available Shifts](#)[Submit Hours](#)[Resources](#)

Hello, Leonard [Update Profile](#)

### My Upcoming Shifts

Date	Time	Job	Deployment Name	Details	Cancel
Sat 9/5/20	12:00 PM - 8:00 PM	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital	<a href="#">Q</a>	<a href="#">X</a>
Sun 9/6/20	12:00 PM - 8:00 PM	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital	<a href="#">Q</a>	<a href="#">X</a>

[Show More](#)  
[Sign up for more shifts](#)

### Completed 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

If you need to request lodging for a shift that is 50+ miles away from your home address, please email a lodging request to [cahealthcorps@emsa.ca.gov](mailto:cahealthcorps@emsa.ca.gov).

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 [cahealthcorps@emsa.ca.gov](mailto:cahealthcorps@emsa.ca.gov) if you have any additional questions.**