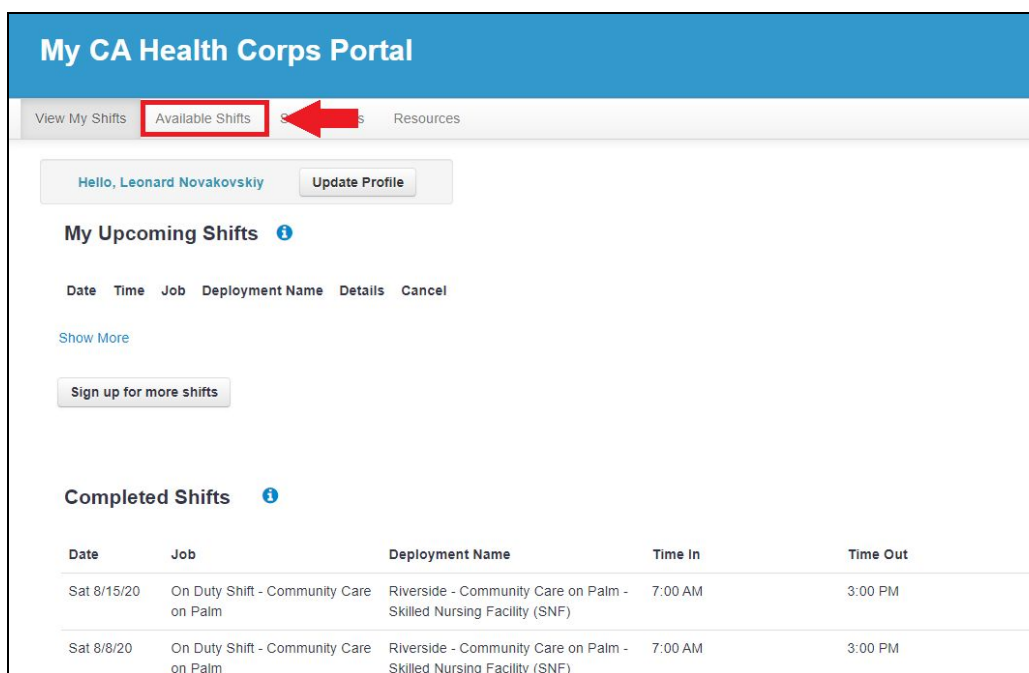


# Signing up for Shifts

*Please note: You can only sign up for one shift per day.*

1. Go to your CA Health Corps Portal.
2. Click on **Available Shifts**. 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.



**My CA Health Corps Portal**

View My Shifts **Available Shifts** Shifts Resources

Hello, Leonard Novakovskiy [Update Profile](#)

**My Upcoming Shifts** ⓘ

Date	Time	Job	Deployment Name	Details	Cancel
<a href="#">Show More</a>					
<a href="#">Sign up for more shifts</a>					

**Completed Shifts** ⓘ

Date	Job	Deployment Name	Time In	Time Out
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
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

3. Scroll to find the shift(s) that best suits your availability and skill set. Select the shift(s) that you would like to sign up for.

### Available Shifts

Click on each job title to open and close the collapsible panel to view available shifts.

**On Duty Shift - Sacramento**

[123 First Street Sacramento 12345](#)

This facility has requested licensed experienced RN's and LVN's

- 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
- 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 [cahealthcorps@emsa.ca.gov](mailto:cahealthcorps@emsa.ca.gov)

<input type="checkbox"/>	09/22/2020	12:00 PM - 08:00 PM	CLOSED
<input type="checkbox"/>	09/23/2020	12:00 PM - 08:00 PM	
<input checked="" type="checkbox"/>	09/24/2020	12:00 PM - 08:00 PM	
<input checked="" type="checkbox"/>	09/25/2020	12:00 PM - 08:00 PM	
<input type="checkbox"/>	09/26/2020	12:00 PM - 08:00 PM	
<input type="checkbox"/>	09/27/2020	12:00 PM - 08:00 PM	
<input type="checkbox"/>	09/28/2020	12:00 PM - 08:00 PM	
<input type="checkbox"/>	09/29/2020	12:00 PM - 08:00 PM	
<input type="checkbox"/>	09/30/2020	12:00 PM - 08:00 PM	

Clear Selected
Sign Up

4. Confirm the date, time, and location of the shift. Click on **Sign Up**. And **Save Changes**.
  - 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.

### Participant Sign Up (Confirmation)

Click on "Save Changes" button to confirm sign up of shifts you selected.

Cancel
Save Changes

## My CA Health Corps Portal

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

**Success!** Shifts sign up successfully completed

- 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 Novakovsky
Update Profile

My Upcoming Shifts

Date	Time	Job	Deployment Name	Details	Cancel
Thu 9/24/20	12:00 PM - 8:00 PM	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital		
Fri 9/25/20	12:00 PM - 8:00 PM	On Duty Shift - Sacramento	Sacramento - Sacramento - Hospital		

[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
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

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