

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 overtime.

1. Go to your CA Health Corps Portal.
2. Click on **Sign Up For 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.

Available Shifts

Click on each job title to open and close the list of available shifts

- Please sign up for only one shift per day.
- Overtime must be authorized by the facility or a CA Health Corps Deployment Manager
- Health Corps will provide lodging for participants who sign up for two or more shifts at a facility located 50 miles or more from their residence. To request lodging, please see the How to Request Lodging guide located in the Resources section of your portal.
- For travel reimbursement information, please see the Travel Reimbursement FAQ located in the Resources section of your portal.

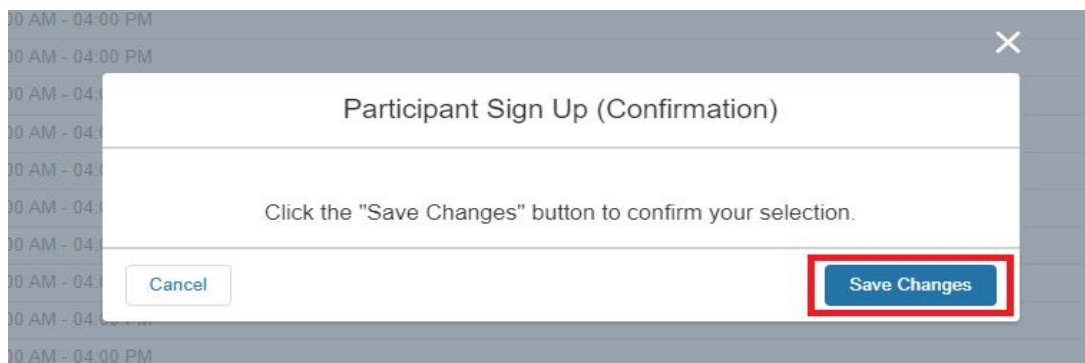
> RN - Daytime Test

Clear Selected Sign Up for Shifts





3. Click on the drop down arrow on a deployment. Here you will see all the available shifts.

<input checked="" type="checkbox"/>	RN - Daytime Test	
US		
<input type="checkbox"/>	01/06/2021 08:00 AM - 12:00 PM	Closed
<input type="checkbox"/>	01/08/2021 08:00 AM - 04:00 PM	Full
<input type="checkbox"/>	01/11/2021 08:00 AM - 04:00 PM	
<input type="checkbox"/>	01/13/2021 08:00 AM - 04:00 PM	
<input checked="" type="checkbox"/>	01/15/2021 08:00 AM - 04:00 PM	Signed Up
<input checked="" type="checkbox"/>	01/18/2021 08:00 AM - 04:00 PM	Signed Up
<input checked="" type="checkbox"/>	01/20/2021 08:00 AM - 04:00 PM	Signed Up
<input type="checkbox"/>	01/22/2021 08:00 AM - 04:00 PM	
<input type="checkbox"/>	01/25/2021 08:00 AM - 04:00 PM	
<input type="checkbox"/>	01/27/2021 08:00 AM - 04:00 PM	
<input type="checkbox"/>	01/29/2021 08:00 AM - 04:00 PM	
<input type="checkbox"/>	02/01/2021 08:00 AM - 04:00 PM	
<input type="checkbox"/>	02/03/2021 08:00 AM - 04:00 PM	
<input type="checkbox"/>	02/05/2021 08:00 AM - 04:00 PM	

4. Check the box next to the shift you would like to sign up for. Scroll to the bottom of the page and click **Sign Up For Shifts**. Here you will see a confirmation message for the shifts you have signed up for. Click on Save Changes.



5. You will see a confirmation of your shift sign up under the **My Shifts** tab and clicking on **Upcoming Shifts**.

Home UPDATE PROFILE MY SHIFTS SIGN UP FOR SHIFTS MY HOURS RESOURCES					
My Upcoming Shifts					
Regularly cancelling shifts will result in removal from CA Health Corps. If you need to cancel a shift within 24 hours of its start time, you must notify the facility right away and email CAHealthCorps@emsa.ca.gov . Failure to notify the facility or Health Corps will result in removal from the program. Contact information for the facility is provided on the Sign Up for Shifts section of your portal. If you arrive at the facility and are having issues working there, please see the How To File A Complaint guide located in the Resources section of your portal.					
Date	Time	Shift Type	Deployment Name	Deployment Address	
Fri 1/15/21	8:00 AM - 4:00 PM		Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)		
Mon 1/18/21	8:00 AM - 4:00 PM		Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)		
Wed 1/20/21	8:00 AM - 4:00 PM		Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)		
Mon 1/25/21	8:00 AM - 4:00 PM		Alameda - Richmond DO RN Team - Skilled Nursing Facility (SNF)		

6. 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.