

## Signing up for Shifts

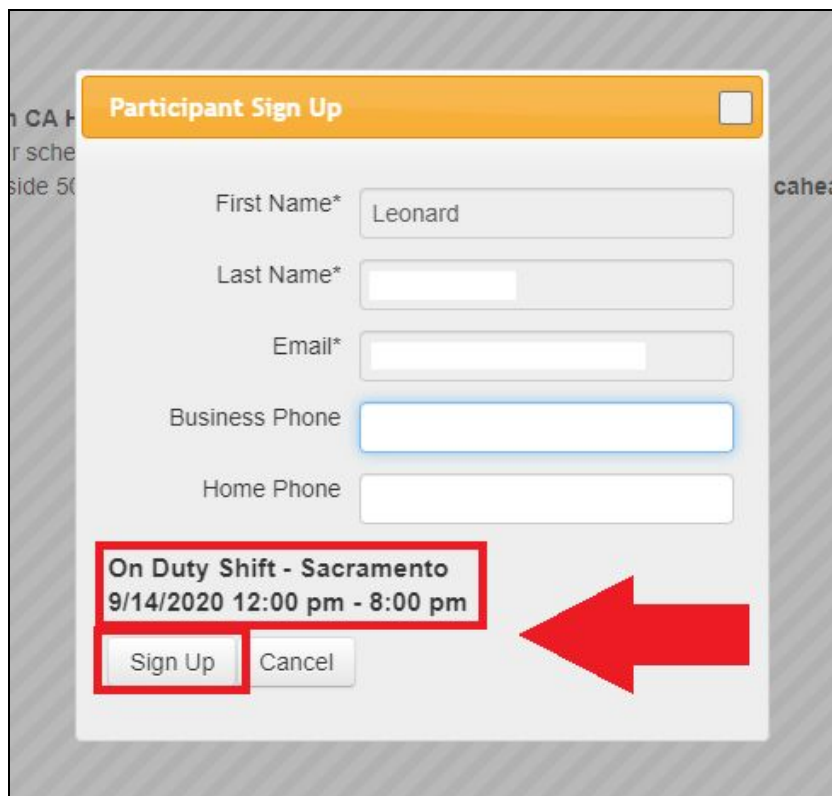
*Please note: You can only sign up for one shift per day and you must receive approval from the facility to work more than 40 hours per week.*

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. At the top, there is a blue header with the text 'My CA Health Corps Portal'. Below this is a navigation bar with four links: 'View My Shifts', 'Available Shifts' (highlighted with a red box and a red arrow pointing to it), 'Submit Hours', and 'Resources'. The main content area is titled 'Available Shifts' and 'On Duty Shift - Sacramento'. It states: 'This facility has requested licensed experienced RN's and LVN's'. Below this, there are three bullet points: '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 address '123 First Street, Sacramento, 12345' is listed. A map of California is shown with a red pin indicating the location. Below the map, there is a table of shifts:

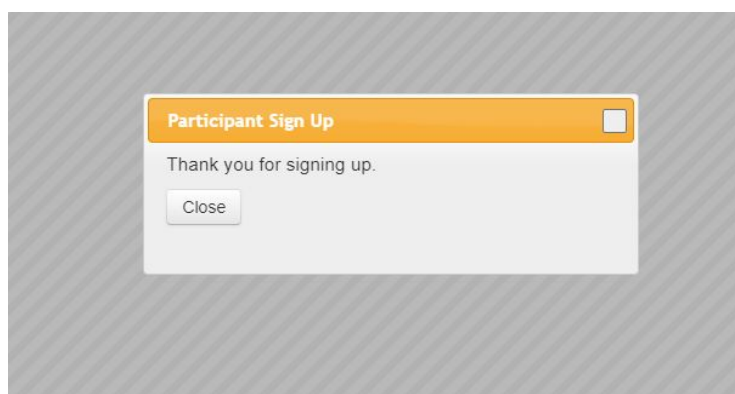
closed	9/4/2020 12:00 pm - 8:00 pm
full	9/5/2020 12:00 pm - 8:00 pm
full	9/6/2020 12:00 pm - 8:00 pm
sign up	9/7/2020 12:00 pm - 8:00 pm
sign up	9/8/2020 12:00 pm - 8:00 pm

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**.



A screenshot of a 'Participant Sign Up' dialog box. The dialog has an orange header bar with the title 'Participant Sign Up' and a close button. Below the header, there are five input fields: 'First Name\*' (containing 'Leonard'), 'Last Name\*', 'Email\*', 'Business Phone', and 'Home Phone'. Below these fields, a red-bordered box contains the text 'On Duty Shift - Sacramento' and '9/14/2020 12:00 pm - 8:00 pm'. At the bottom of the dialog, there are two buttons: 'Sign Up' and 'Cancel'. A large red arrow points from the right towards the 'Sign Up' button.

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



A screenshot of a confirmation dialog box titled 'Participant Sign Up'. The dialog contains the text 'Thank you for signing up.' and a 'Close' button.

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.**