

# Getting Started with Workforce Portal

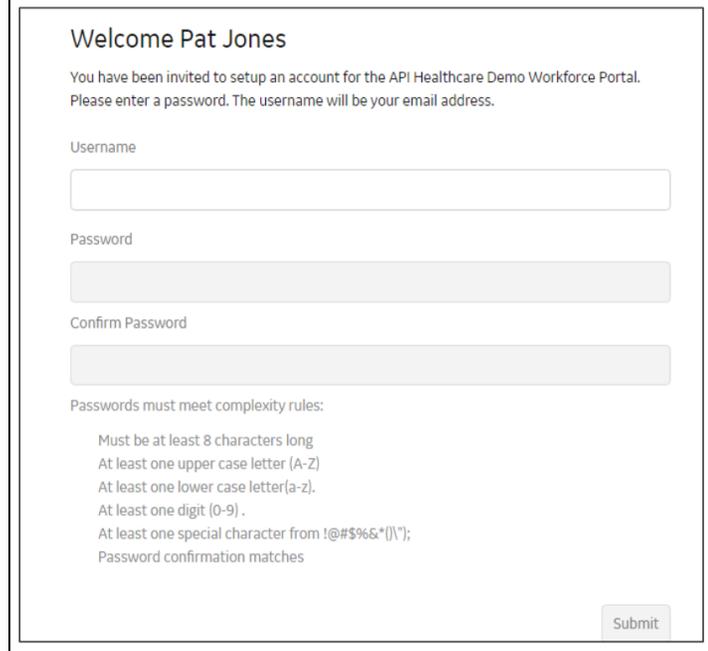
## First time logon

Note: This link is only good once, click it when you have a few minutes to fill in your profile details

1. Click the link in your email (sent by Integrated)

Welcome to Integrated Healthcare Staffing Training's employee portal. Please follow this [Account Creation Link](#) to setup your new account and immediately have access to all portal features.

2. Set up your account profile. This allows you to log in



Welcome Pat Jones

You have been invited to setup an account for the API Healthcare Demo Workforce Portal. Please enter a password. The username will be your email address.

Username

Password

Confirm Password

Passwords must meet complexity rules:

- Must be at least 8 characters long
- At least one upper case letter (A-Z)
- At least one lower case letter(a-z).
- At least one digit (0-9) .
- At least one special character from !@#\$%&\*(){}|~;
- Password confirmation matches

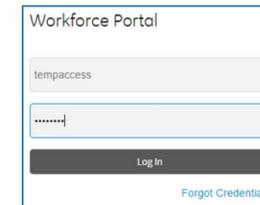
Submit

## Migrate from Temp Access

Note: Your account has been migrated from Temp Access to Workforce Portal and you need to set up a new password.

1. Click the link in your email and log in using your password from Temp Access

Note: Forgot your password? To reset your password, click Forgot Credentials



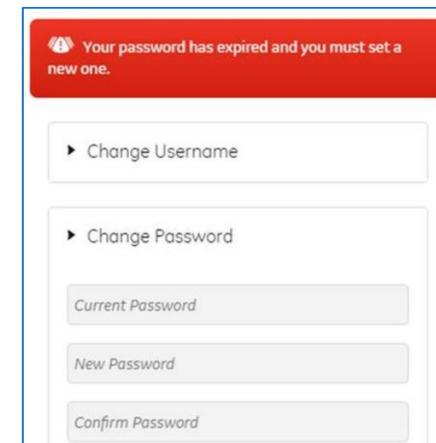
Workforce Portal

Log In

[Forgot Credentials](#)

2. At the prompt, change your password



**Your password has expired and you must set a new one.**

▶ Change Username

▶ Change Password

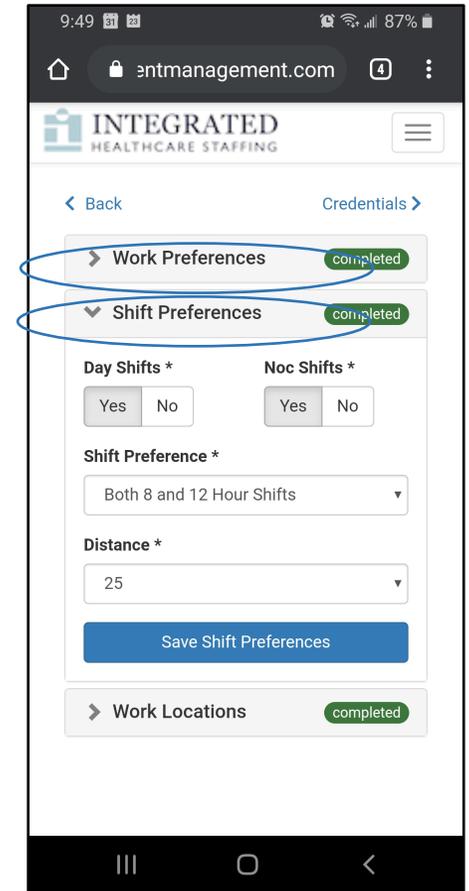
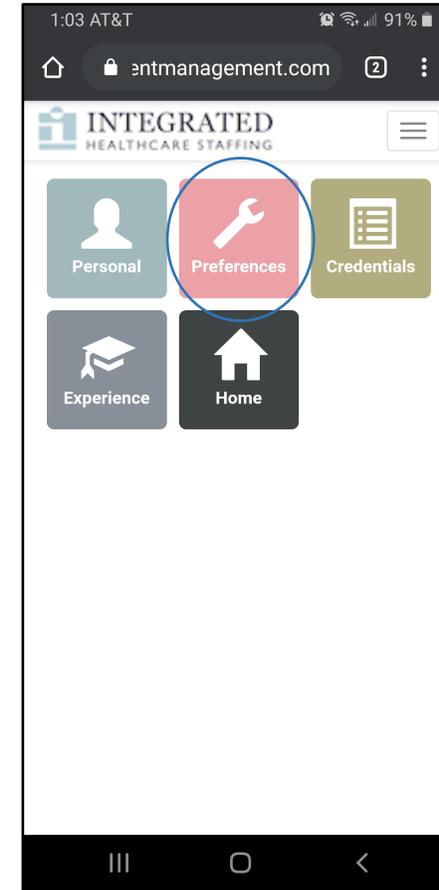
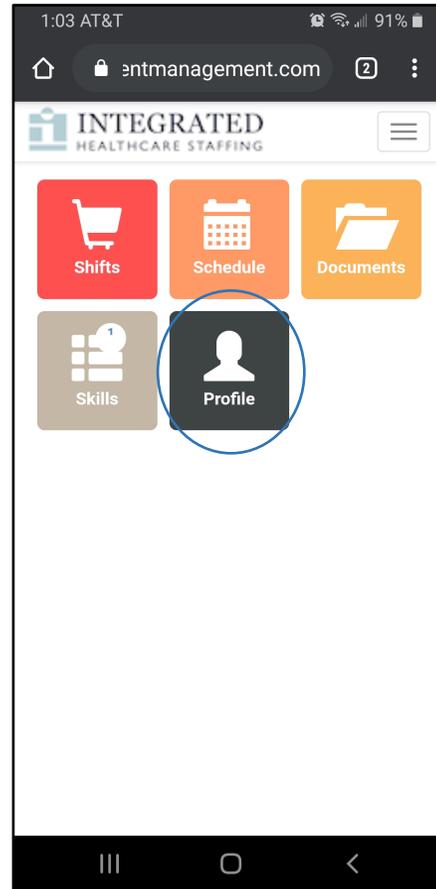
# Setting up preferences

To see open orders and request shifts, you need to set up your shift preferences and notifications.

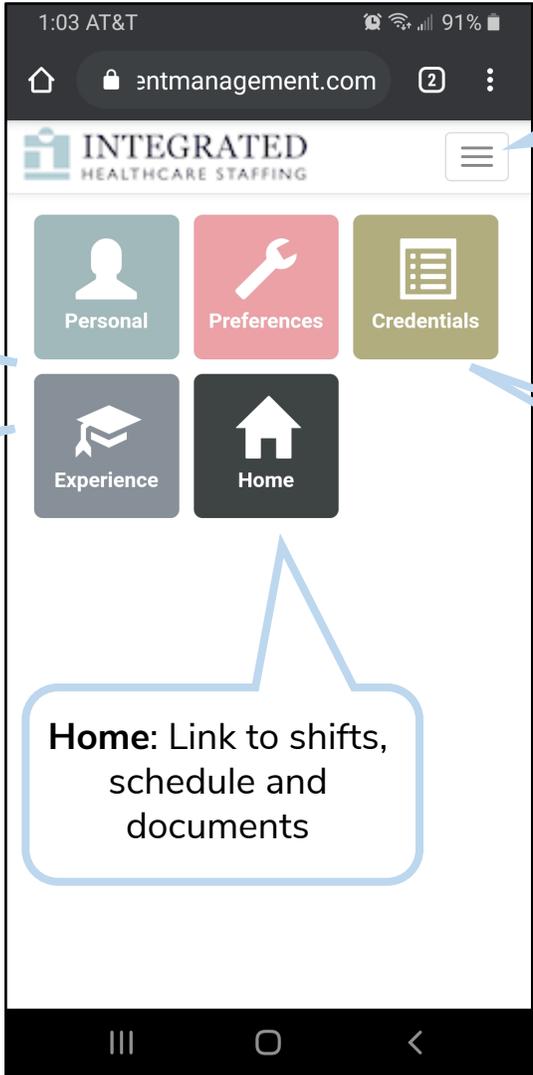
- Tap **Profile**, on the Profile screen tap **Preferences**
- Select **Work Preferences**
  - In the Position Type drop down, select PRN
  - If you are interested in long-term contracts as well as PRN, select Both
- Select **Shift Preferences** and indicate
  - Day and/or NOC shifts
  - 8hr or 12 hr shifts of both
  - Distance you are willing to drive
- Click **Save Preferences**

To set the frequency in which you get updates on open orders, you need to go into the **Menu** in the upper right corner and select **Notification Settings**

- You can get updates Daily, Weekly or Never
- Best practice, to ensure you get every opportunity is to choose Daily



# Managing your Profile



**Personal:** Update name, phone, email and emergency contact

**Experience:** Update education, work history, references and upload resume

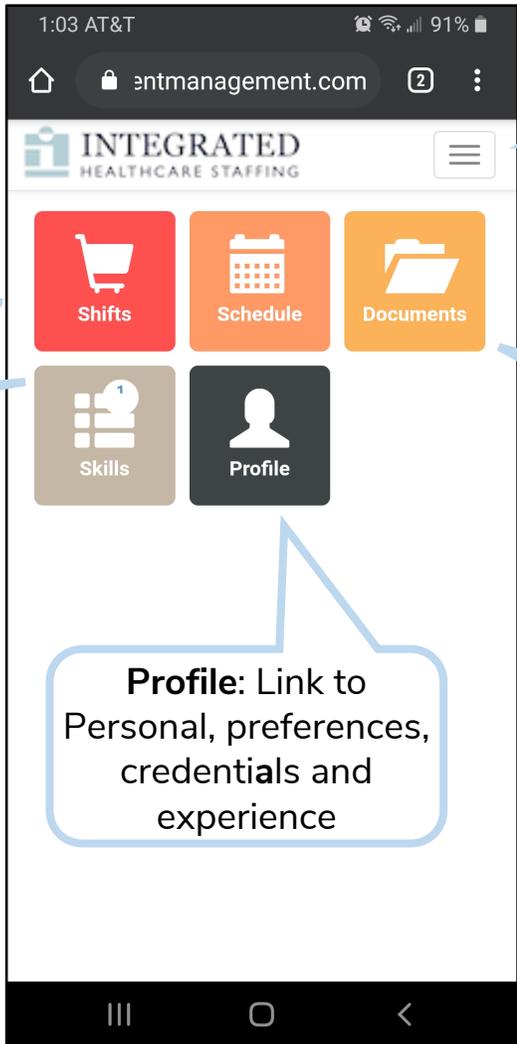
**Home:** Link to shifts, schedule and documents

**Menu:** Links to shifts, schedule, documents, settings

**Credentials:** Review credentials and expiration dates and upload new items.

The screenshot shows a mobile app interface for 'INTEGRATED HEALTHCARE STAFFING'. The top status bar displays '1:03 AT&T' and '91%' battery. The browser address bar shows 'entmanagement.com'. The app header includes the logo and a menu icon. Below the header are five main buttons: 'Personal' (teal), 'Preferences' (red), 'Credentials' (olive), 'Experience' (dark blue), and 'Home' (black). The bottom of the screen shows the standard Android navigation bar.

# Home Page



**Shifts:** View and request shifts that you are qualified for and meet your filter criteria.

**Skills:** Complete and update Skills Checklists

**Profile:** Link to Personal, preferences, credentials and experience

**Menu:** Links to shifts, schedule, documents, settings

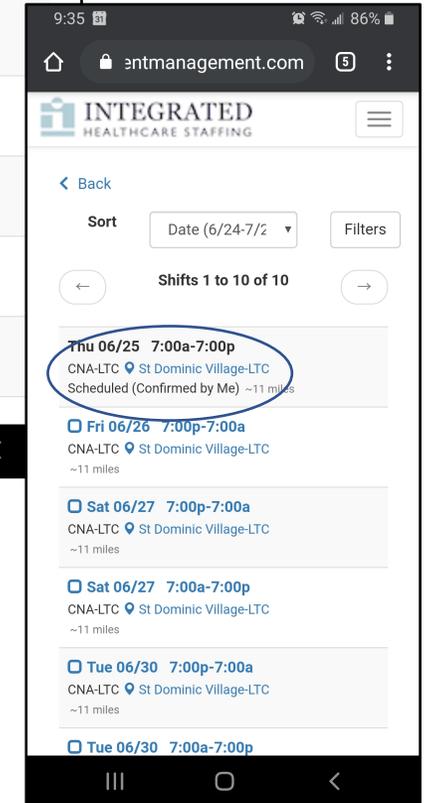
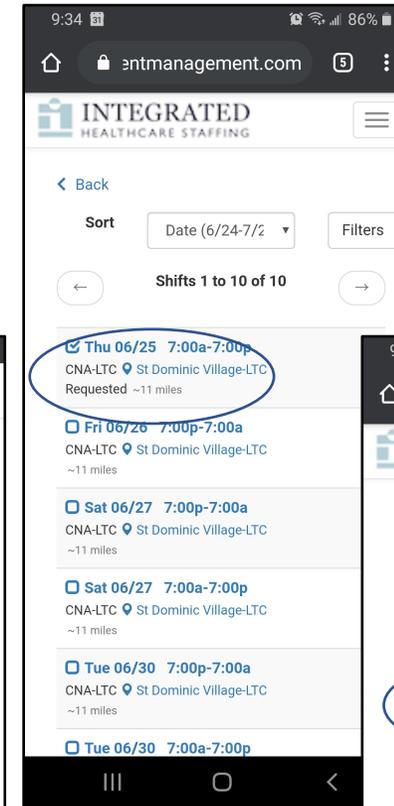
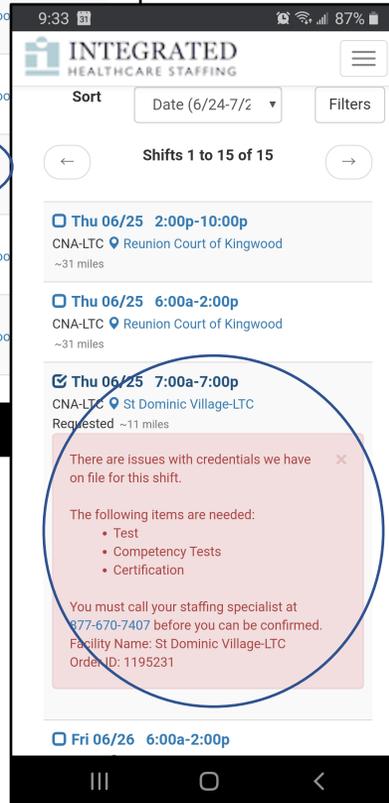
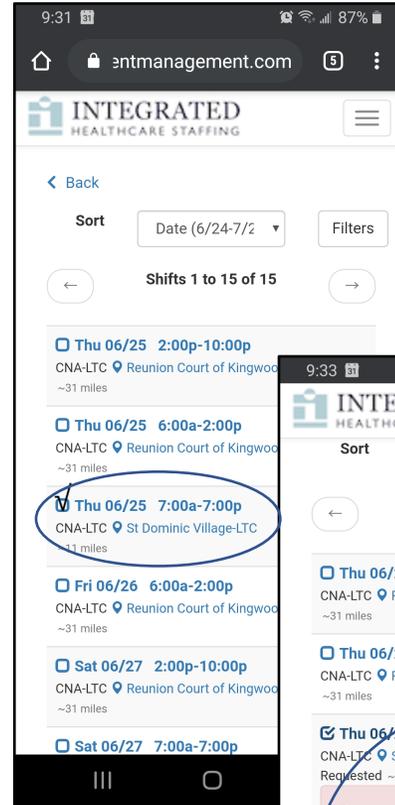
**Documents:** Access and download frequently used forms such as timecards

The screenshot shows a mobile browser interface for 'INTEGRATED HEALTHCARE STAFFING'. The top status bar displays '1:03 AT&T' and '91%' battery. The browser address bar shows 'entmanagement.com'. The app header includes the company logo and a hamburger menu icon. Below the header are five main action buttons: 'Shifts' (shopping cart icon), 'Schedule' (calendar icon), 'Documents' (folder icon), 'Skills' (grid with plus icon), and 'Profile' (person icon). The bottom of the screen shows the standard Android navigation bar.

# Requesting Shifts

To see open orders and request shifts, after you set up your shift preferences and notifications:

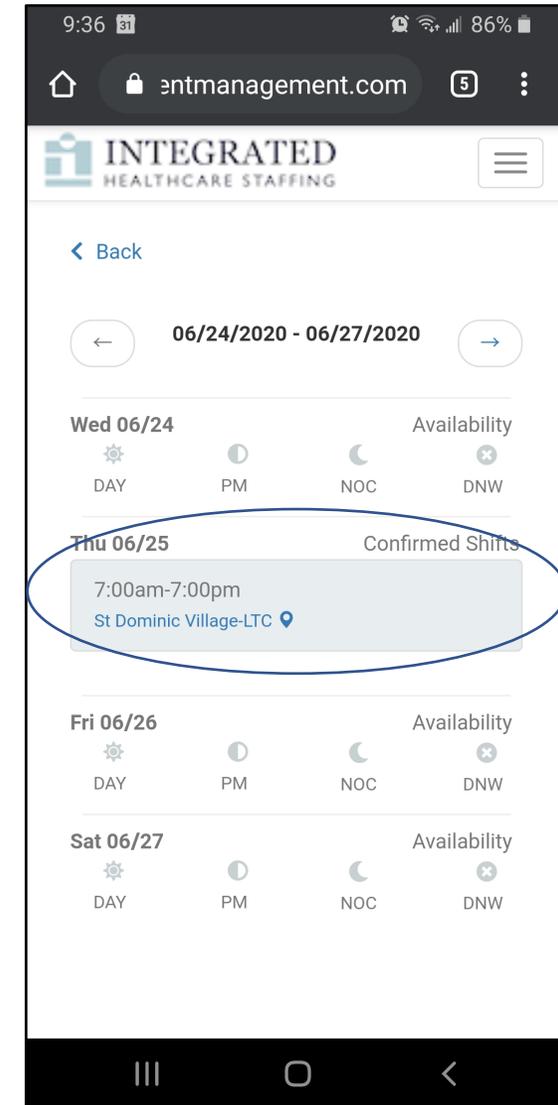
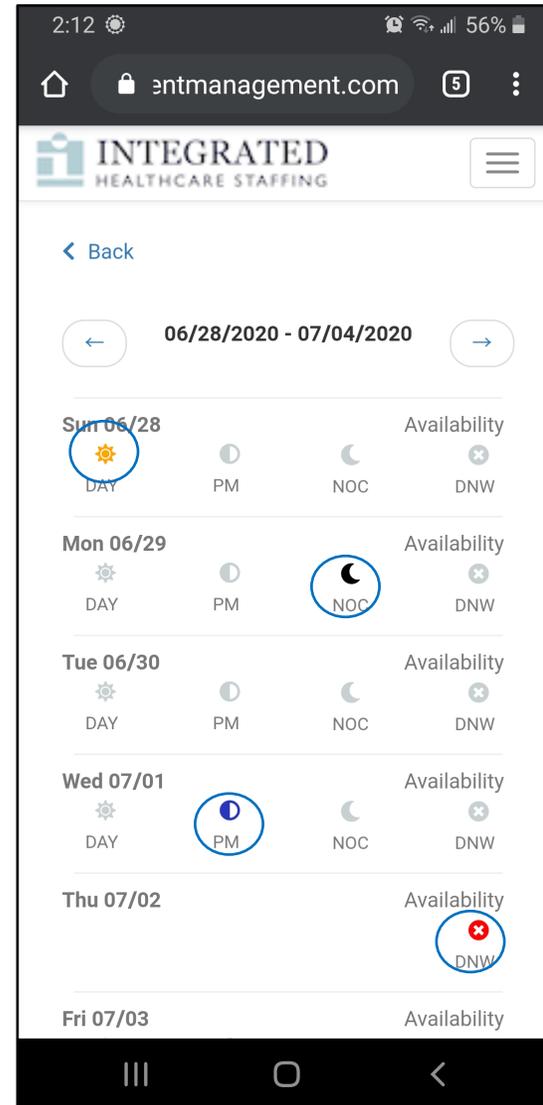
- Tap **Shifts**, shifts that are open for the current week, for which you are qualified, display
  - Use **Filters** to expand the date range and distance
  - Shift time, location and distance are all displayed
  - Hospital and LTAC shifts may not be displayed, update your availability to be notified of these openings
- Check the box next to the shift you wish to book
  - If there are any issues, such as compliance, missing orientation, a schedule conflicts a red box will display instructing you to contact the branch
- The Shift will show as **Requested** until the branch accepts your request
- When the branch confirms your request, the status will change to **Confirmed!**
  - Any shift in a confirmed status is a commitment to work, canceling after confirmation reflects poorly on your performance.



# Your Schedule and Availability

To update your availability and see your confirmed shifts:

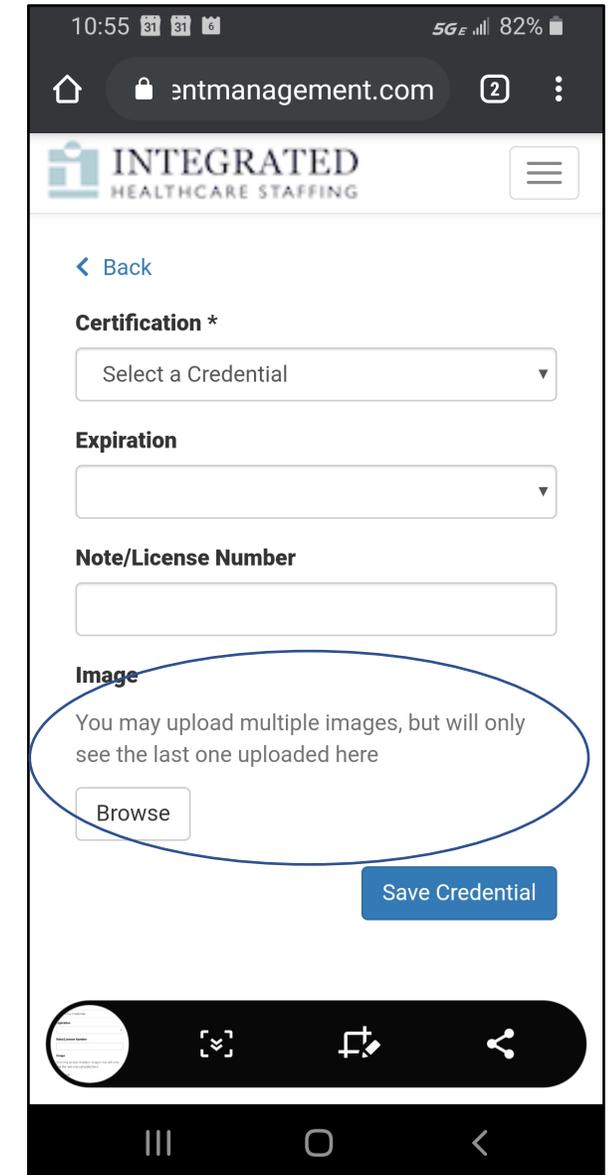
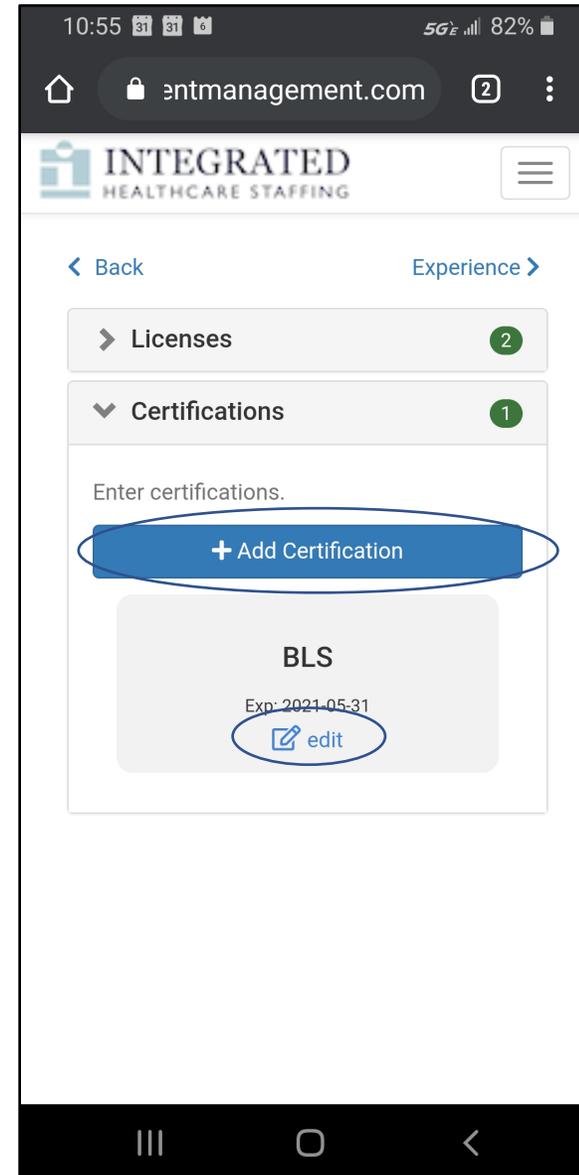
- Tap **Schedule**, your calendar for the current week will display
  - Use **Arrows** to navigate from week to week
- For each day, click what shifts your are interested in working and which days you are not available.
  - Use DAY/EVE/NOC for (8) hour shifts
  - Use DAY/NOC for 12 hour shifts
  - DNW indicates you are not available at all on that day
  - Icon will no longer be grayed out when selected
- To be considered for Hospital and LTAC shifts for which you are qualified, having updated availability is required
- Confirmed shifts will display on your calendar



# Viewing and Uploading Credentials

To view or update your credentials, click the **Profile** button on the **Home** screen:

- Click the **Credentials** button
  - Select Licenses or Certifications to view different credentials and their expiration dates
- Certifications on file will display with the expirations date.
  - Existing credentials can be updated by clicking **Edit**
  - New credentials can be added by clicking **Add Certification** and choosing the appropriate document form the drop down
  - Enter the new expiration date, document number and upload an image (front & back) of the certification
- Updated certifications will be verified by Integrated staff



# Documents

To access frequently used documents in the Workforce Portal:

- Tap **Documents**, available documents will display
- Documents will open and download in PDF format
- You can then print them or send them to your email.

