

Workforce Portal Access Guide

As a member of the Northeast Med Staff team of healthcare professionals, you will now have access to our Workforce Portal on your mobile device and computer. You will also be able to set your availability, pick up shifts, and submit your timecards directly through the Portal. Please follow the directions below to set up your access.

Detailed instructions for using Workforce Portal can be found on our company website, www.NEMedStaff.com.

Access Set Up:

- 1.) We will send you an invitation email with a link that you can follow.
- 2.) Once you follow the link, you will be prompted to create your account.
- 3.) Your **username** will be your email address, and you will create your own **password**.
- 4.) You will then be prompted to sign in with your new credentials. You may now interact with the following icons:



Your Profile:

After clicking on the "Profile" icon, you can set up your shift and availability preferences.



Request Shifts:

After clicking on the "Request Shifts" icon, you will see your open shifts. Here, you can select any shift you wish to request to book.

*****Please Note: requesting an open shift will not guarantee you that specific shift. It is still up to your Staffing Coordinator to approve it.**



Schedule and Availability:

After clicking on the "Schedule and Availability" icon, you can make scheduling requests to your Staffing Coordinators. This will let them know what days you are available to work. You will also see your confirmed shifts here.



Time Entry:

After clicking on the "Time Entry" icon, you can submit your completed timecards after each individual shift, or group of shifts.

The link for ongoing access to Workforce Portal can be found at www.NEMedStaff.com

If you have any questions or concerns regarding any shift, please call the main office at (978) 455 - 6907 and ask to speak with your Staffing Coordinator.

For shift requests made after 3pm for that night, the following morning, or over the weekend, please call the office at (978) 455-6907 and speak directly to the on call Staffing Coordinator to be booked.