



Workforce Portal Manual

Workforce Portal Account Set Up

Your designated staffing coordinator will email you a link to set up your workforce portal account. Look for the email below:

Northeast Med Staff Workforce Portal Invitation from Northeast Med Staff
You have been invited to use the Northeast Med Staff Workforce Portal. Please click the link below to setup your account.

After opening the email, select the link saying, "Northeast Med Staff Workforce Portal Account Set Up."

You have been invited to use the Northeast Med Staff Workforce Portal. Please click the link below to setup your account.
[Northeast Med Staff Workforce Portal Account Setup](#)

This will bring you to the Welcome page and prompt you to set up your new account.

You have been invited to setup an account for the Northeast Med Staff 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

Use your primary email address as your username.

Create a password that meets all of the complexity rules.

Select submit and this will take you to the Home page.



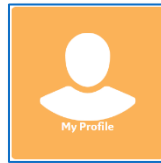
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For future access to Workforce Portal, please go to www.NEMedStaff.com and click on the Workforce Portal Button located at the top of the page



Profile Set Up

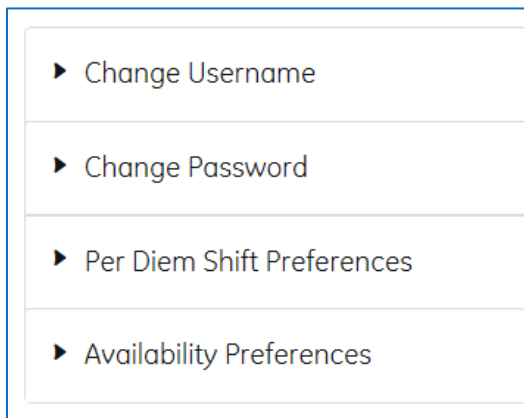
Select the “My Profile” icon OR the “Profile” tab at the top of the page.



OR



You will have the options to change your username, password, and shift preferences at any time under this section.



Select Per Diem Shift Preferences



To see shifts at only your preferred facilities, turn to yes. If you wish to use this setting, contact your staffing coordinator to make sure that your preferred facilities have been identified and are correct.

▼ Per Diem Shift Preferences

Only Preferred

 No

Day Shifts

 Yes

Only Oriented

 No

Noc Shifts

 Yes

Leave "Only Oriented" set to no.

To see 1st and 2nd shifts, turn to yes.

I determine how far out you see shifts (miles)

To see 2nd and 3rd shifts, turn to yes.

Distance

"Availability Preferences" identify if you prefer 8 hour shifts, 12 hour shifts, or both 8 and 12 hour shifts.

▼ Availability Preferences



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Requesting Shifts

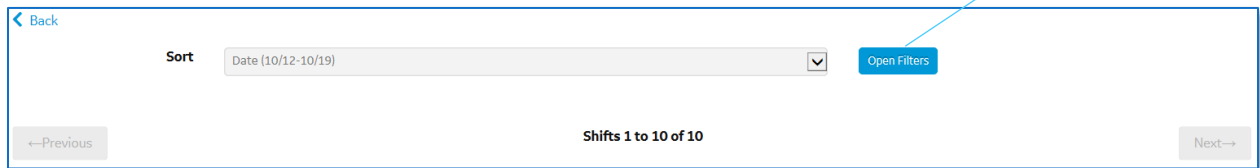
Select the "Request Shift" icon OR the "Request Shifts" tab at the top of the page.



OR



This will bring you to the page to view available shifts.



Change the date range you wish to look for shifts.

Start Date 2018-10-12

End Date 2018-10-19

Distance 25 Miles ▾

Status Open ▾

When you have your filters set to what you want, select "Apply Filters."



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←Previous		Shifts 1 to 17 of 17		Next→
<input type="checkbox"/>	10/13/2018	NMS Nursing and Rehab	7:00a-3:00p LPN-LTC 17 mi.	
<input type="checkbox"/>	10/13/2018	NMS Nursing and Rehab	3:00p-11:00p LPN-LTC 17 mi.	
<input type="checkbox"/>	10/13/2018	NMS Nursing and Rehab	7:00a-7:00p LPN,RN-Rehab 17 mi.	

To request a shift, just select the empty box.

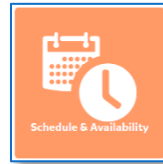
To be able to view a requested shift, select "Requested" as the status. To remove a requested shift, uncheck the box next to the shift you want to remove. Once removed, the shift will no longer be visible under "requested."



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Schedule and Availability

Select the “Schedule & Availability” icon OR the “Schedule” tab at the top of the page.



OR



On this page you can update your calendar and see what shifts you are scheduled for.

The screenshot shows the 'Schedule & Availability' interface. At the top, there is a 'Pay Period: 10/14/2018 - 10/20/2018' with '←Previous' and 'Next→' buttons. Below this, the calendar displays days from Sun 10/14 to Thu 10/18. Each day has three shift options: DAY (sun icon), PM (half-filled sun icon), and NOC (moon icon). To the right of each day is an 'Availability' section with a 'DNW' button. On Mon 10/15, a shift is confirmed from 7:00am-3:00pm at 'NMS Nursing and Rehab'. A callout box points to the 'DNW' button on Thu 10/18, stating 'Availability'. Another callout box points to the 'DNW' button on Sun 10/14, stating 'Select the pay period by selecting “Next” or “Previous.”'. A third callout box points to the confirmed shift on Mon 10/15, stating 'This is what a scheduled shift looks like.'.

Availability – You can update your availability by using the sun and moon icons. The sun means you are available for 1st shift. The half-filled sun means you are available for 2nd shift. The moon means you are available for 3rd shift. You should mark “Do Not Work” (DNW) on the days you know you are not available for any shift.



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We are not using the “Time Entry,” “Credentials,” or “Employment Forms” tabs of Workforce Portal at this time.

