1. Log in
2. Click MyAccount
3. View Schedule
4. Change password
**View Teams**

Contact your Manager to be added to a team.

*Note* If you are not on any teams you will not see shifts on the calendar.

**View Calendar**

See your schedule and pick up available shifts.
To learn more, click HELP > **Watch Videos** > “New Member Orientation”
Sign up for Available Shifts
Click a Red shift on the Calendar and then click “Take this Shift” to confirm the time.

Find Shift Location
Click Map Location to see a Google Map and find directions to your shift.