

ACCESSING THE WORKER PORTAL:

1. To access the worker portal, the worker will utilize the same URL as regular office users.
2. The worker should input their assigned username and password, then click the SIGN IN button

User Name:

Password:

Key:

- a. Upon initial sign in, the worker will be prompted to create a new password
 - i. Input the initial password within the OLD PASSWORD field
 - ii. Input the desired password within the NEW PASSWORD field
 - iii. Confirm the desired password within the CONFIRM NEW PASSWORD field
 - iv. Click the SAVE button

Old Password:

New Password:

Confirm New Password:

3. The worker will be redirected back to the sign in screen
4. The worker should proceed to log in with their assigned username and new password

USING THE WORKER PORTAL

MY CALENDAR TAB – this tab displays all schedules assigned to the worker by the agency

1. This tab shows all schedules assigned to the worker. The worker has the ability to filter the schedules shown by selecting a different radio:
 - View all schedules
 - View Homecare schedules
 - View Facility schedules
2. To retrieve turn-by-turn directions, click [Get Directions](#)