



VicNet

Shift sign up portal - Step by Step Instructions



This is the page that will open first, this is the home page and gives you access to the calendar tab



This is the calendar page. It will show you the shifts that are available. If no green boxes show, it means there are no shifts available. For instance, there are no shifts available in August, so nothing shows.





However, when you click the arrow in the top left corner beside the word "Today", it brings you to the next month and shows that there are many shifts available for September

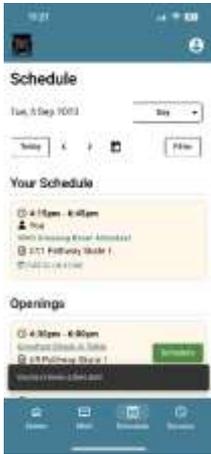


If you click on one of the specific dates, it will bring up a list of the shifts that are available for that date. Click on the green square for the shift you are wanting



When you click on the green square for the shift you want, the system will assign you to the role after you confirm that you want the system to "Schedule Me"





After you click "Schedule Me", the system will then assign you to the shift and move the info under the heading on your Calendar page under "Your Schedule"

