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Welcome!!!!

The Intrastaff Interactive Scheduling System has been designed to award work assignments to our employees and to allow them to post their availability for future work assignments.

To access the Employee Intrastaff Scheduling System log into: https://intrastaff.b4health.net

You will then see the screen below:

Enter your JHED Username and Password in the “Login Box”

**Please note:**

*If you have forgotten your JHED User ID and Password, call the Johns Hopkins IT Help Desk at 410-955-HELP*

Click the **Log In** button to open your Home screen.
The Home screen is divided into four sections as follows:

**My Shifts**  This section enables you to view all available work assignments.

**My Profile**  This section contains the personal and professional information used to schedule and award you work assignments.

**Links**  This section contains a button you can use to quickly find assignments that interest you.

**My Messages**  This section is where you will find all messages regarding your work assignments.

*Please Note:*

*Shifts and contracts are both referred to as assignments in this User Guide.*
In each of the four sections on the Home screen shown below there are a number of links you can click to view the information shown below:

1. **Open Shifts** - find shifts here
   - Here you can view all available shift and contract work assignments.

2. **Shifts/Contracts I'm Requesting**
   - Here you can view all work assignments you have requested but have not yet been awarded to you.

3. **Shifts/Contracts I'm Watching**
   - Here you can view assignments that you may want to request in the future.

4. **Shifts/Contracts Awarded**
   - **Shifts/Contracts Not Awarded**
   - Here you can view those assignments that have or have not been awarded to you.

5. **Personal Information**
   - Here you can view the personal information we use to contact and award you assignments.

6. **Professional Profile**
   - Here you can view information about your Position Type (i.e. Job Title)

7. **My Credentials**
   - Here you can view information related to your licensing and certifications.

8. **My Skills**
   - Here clinical staff (only) can enter their skills and experience levels.

9. **Inbox**
   - **Sent**
   - Here you can view all messages sent to you regarding your assignment
Click **My Profile** on the Home screen where you will see the four types of information we use to schedule and award you work assignments:

1. **Personal Information**
2. **Professional Profile**
3. **My Credentials**
4. **My Skills**

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**Personal Information**

In order to award you assignments and send emails and messages, Intrastaff will enter and maintain all your personal information **WITH THE EXCEPTION OF YOUR PHONE NUMBERS AND EMAIL ADDRESS**. Please click on **Personal Information** and enter your phone and email information into the boxes shown below. Please update this information when it changes.

When completing this screen please make sure you enter the email address you want to use to receive all messages associated with:

- Requesting assignments;
- Accepting or declining assignments offered to you;
- Receiving important Intrastaff broadcast messages.
Please Note:

All messages will automatically be sent to [My Messages] and your email address.

Check the [Receive Text Messages] to receive all your text messages.
2 Professional Profile

Click on **Professional Profile** to see the screen below. This information will be entered and maintained by Intrastaff based on the information you have provided.

Your **Position Type:** is your job title. **Care Types:** are your formally recognized areas of specialty, qualification or skill related to your Position Type.

3 My Credentials

Click on **My Credentials** to see the screen below. This information will also be entered and maintained by Intrastaff based on the information you provide. **It is your responsibility to maintain your licenses and credentials to be awarded work assignments.**
My Skills (For Clinical Staff Only)

Click on My Skills to enter your skills into this screen:

1. Select the applicable skill category;
2. Select the appropriate skill and experience level.

Please note:

It is your responsibility to provide and maintain your skills list in order for Intrastaff to identify suitable assignments for you.
Searching for Open Assignments

There are three ways you can search for open shift or contract work assignments.

1. By clicking on either the link for **Open Shifts** or **Open Contracts** you can view all open assignments.

When you click on either **Open Shifts** or **Open Contracts** you will see the screen below which shows all open assignments. While you can view all available open assignments, you also have the ability to search specific assignments by Facility, Unit, and Position Type. Just click on the button to expand or limit your required search.
2. By clicking on the toolbar or in the Links Box.

You can then select and filter using the screen below and search by:

- Date range
- Shift days
- Shifts times
- Facility
- Unit
- Position Type

Your Search results will return a list of open assignments that match your selected filters or criteria.
3. By entering the assignment (Shift) number in the box shown below.

This can be used when you know the assignment (shift) number.
Requesting Assignments

Once you have selected the assignment you want to request, click the button.

You now have the following two options:

1. **Request the shift assignment you have selected by clicking**

2. **Click the button so that you can decide at a later time whether to request the open shift assignment;**

Here is the screen showing the two options you can choose from:

![Requesting Assignments Screen]

You can send any questions to your Staffing Coordinator by clicking:
If you click you will see the following screen showing that you have successfully placed a Request for this Shift.

You will then receive confirmation that you have requested the available assignment by receiving an email and a time and date stamped message in
When you are **offered** an assignment, you will receive an email from your Staffing Coordinator which will also go to **My Messages** as shown below:

Open the shift award offer by clicking on it which will open the following screen:
To accept the assignment you will need to either click on OR accept the award offer by responding to the email sent to you by your Staffing Coordinator. Please note that the shift assignment will remain open and could be awarded to another employee unless you accept it.

Once you click

- You will receive a final time and date stamped confirmation sent to and your email address.
- The awarded assignment will be entered into your which can be found on your Home screen.

**Please Note:**

*An assignment is not fully awarded until you have accepted it.*

*Once you have accepted an assignment, any additional information related to the assignment will be sent to and your email.*
Posting Your Availability for Upcoming Assignments

You can enter your availability for upcoming assignments by clicking on a specific date/s on your calendar as shown below:

You will then see this screen:

- First select the date and starting time you want to make yourself availability for;
- Next, click the number of hours you wish to be available for;
Please note that we suggest that you enter the maximum duration possible to enable us to match assignments to your availability

- If you want to add other available times and dates, click on **Add Other Dates**. You will then see the screen below that will let you repeat your availability. It also allows you to enter the date that you would like your availability to end.

![Repeat Screen]

- When you have completed your availability click on **Save**. Your assignment selection will be saved and your calendar populated with the dates you have selected to be available.

**It is a requirement that you manage your work schedule is your responsibility.**

Click on **My Calendar** to view awarded assignments and your scheduled availability.

Your assignment availability will show in **RED** on your calendar while your awarded assignments will show in **BLUE**.
Please Note:

The cancellation of assignments that you have accepted is subject to Intrastaff’s Attendance Policy which can be found in the Intrastaff Handbook.

Support

Access Support by clicking on the link at the top right corner of your screen at any time. You can email the Intrastaff B4H Help Desk and expect a reply with 24 hours. If your need is urgent, call Intrastaff at 410-583-2950 to speak to your Staffing Coordinator.