

## Humanity Scheduling for SMDHU Vaccine Clinic Volunteers

### Desktop or Laptop Instructions

Humanity is a scheduling platform that SMDHU is using to support scheduling for vaccine clinics. Users need access to the internet and either a desktop, laptop, or mobile device.

#### How do I access Humanity?

- Open an internet browser, preferably google chrome.
- Go to [www.humanity.com/app](http://www.humanity.com/app)
- Enter your username and password.
- Click 'Log in'.

#### How do I sign up for a shift?

- Access Humanity as described above.
- Click the 'Shift Available' icon located in the top left-hand corner of the screen
- Then Click 'Request to Work' on the far-right hand side of the screen.

#### How do I know my shift is confirmed?

Once you click 'request to work', your shift is approved. To view if the new shift appears on your schedule, click the 'Shift Planning' tab at the top of the screen next to the dashboard. The shift you have just added will appear in green. If there is no shift in green colour, then it wasn't added properly. Return to the instructions for signing up for a shift.

Tip: make sure you have selected the appropriate view (day, week, 2 week, and 4 week) across the top. Also make sure you are on the correct day using the calendar on left hand side.

#### How do I cancel a shift?

- From the shift planning tab, click the shift you wish to cancel
- Click 'Can't work' in the bottom right-hand corner
- Click 'Drop Shift'
- Click 'Confirm Drop'

You will now see the shift has been removed from the shift planning tab.

Remember: Email [HR.COVID19Volunteer@smdhu.org](mailto:HR.COVID19Volunteer@smdhu.org) if you have cancelled a shift so the volunteer coordinator is prompted to fill the shift. If you are cancelling a shift within 48 hrs, please call or text 249-877-4618.

#### Will I receive an E-mail confirmation when I book a shift?

No - when you click 'Request to Work', it is automatically approved and added to the shift planning tab.

#### Is there a limit on how many shifts I can work?

No - currently there no maximum number of shifts that you can sign up for.

## **How do I change my Humanity password?**

You are encouraged to change your password after the first time you log-in to your account.

- On the top right corner of the screen, click on the down arrow beside the image of a person's head.
- Click on 'settings'.
- Click on 'password'.
- Complete the fields for current password, new password and confirm password.
- Click 'update password'.

## **I've forgotten my email/password, what do I do?**

From the log-in page, click on 'Forgot Password'. Enter your Email address and click 'Request New Password'. Refer to image below: