Humanity Scheduling for SMDHU Vaccine Clinic Volunteers

Mobile Device Instructions

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

How do I access Humanity?

The Humanity app is available for download through apple and google play app stores. Download the app to your mobile device.

- Open the Humanity app.
- Enter username and password.
- Click 'Log in'.

How do I sign up for a shift?

- Open the Humanity app and log-in if needed.
- Click on 'shift planning' across the bottom.
- Click on 'pick up' across the top.
- Scroll to the correct calendar date using the right or left arrows.
- Click on a shift that is 'open'.
- Click on 'Request open shift'.
- Click on 'proceed'.

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, return to dashboard using the back arrow. Click the 'Shift Planning' tab at the bottom of the screen next to the dashboard. The shift you have just added will appear in the calendar with a green dot. If you click on the calendar date, the shift will appear below the calendar with a green bar across the left. If there is no shift in green colour, then it wasn't added properly. Return to the instructions for signing up for a shift.

How do I cancel a shift?

- Click on 'shift planning' across the bottom of the screen.
- Select the date using the right and left arrows.
- Select the shift you wish to cancel from this list.
- Click on 'can't work'.
- Click on 'drop shift'.
- Click on 'drop' (Apple) or Ok (Android).

Remember: Email 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.   You must change your password on the full Humanity website. Please use a desktop or laptop and refer to the appropriate instructions.

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: