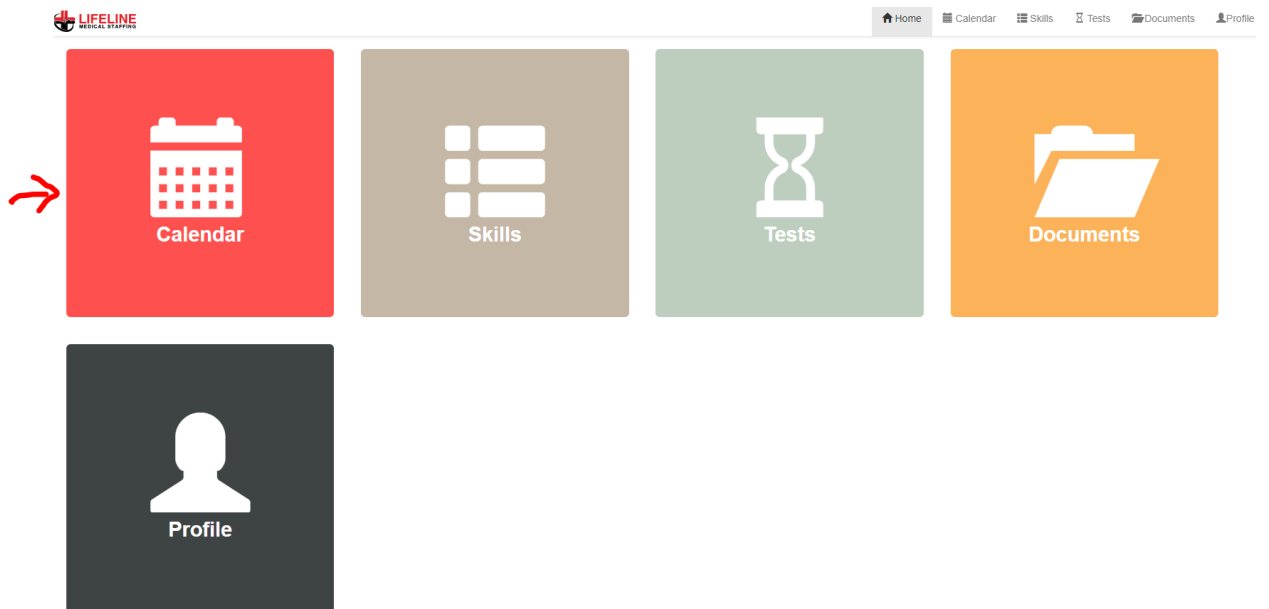
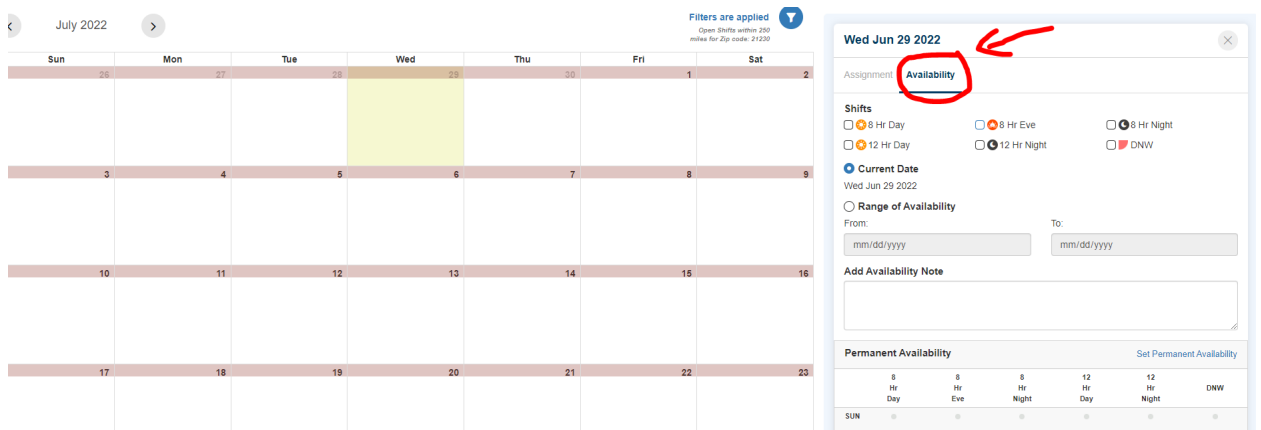


Entering Your Availability and Setting Your Work Preferences in Workforce Portal (WFP)

- Log in to your Workforce Portal (WFP) account
 - <https://ctms.contingenttalentmanagement.com/LifelineMedicalStaffing/workforceportal/login.cfm>
 - Ask the Lifeline team if you need help with credentials and password
- Click on the Calendar Icon:



- Click on any date to highlight the day and update your availability
 - Note if you are also on contract you will need to toggle between assignment and availability (if not you will only see availability)



- When setting your availability there are several options:

- 8 and 12 hour days or nights and DNW (Do Not Work)
- You can set your availability for a single day or a range of dates
- You can add a note (specifying preferred facilities and units)
- You can set permanent availability to show you open to certain days and times week in and week out

Calendar Skills Tests Documents Profile Settings Logo

Wed Sep 14 2022

Availability

Shifts

8 Hr Day 8 Hr Eve 8 Hr Night

12 Hr Day 12 Hr Night DNW

Current Date
Wed Sep 14 2022

Range of Availability
From: To:

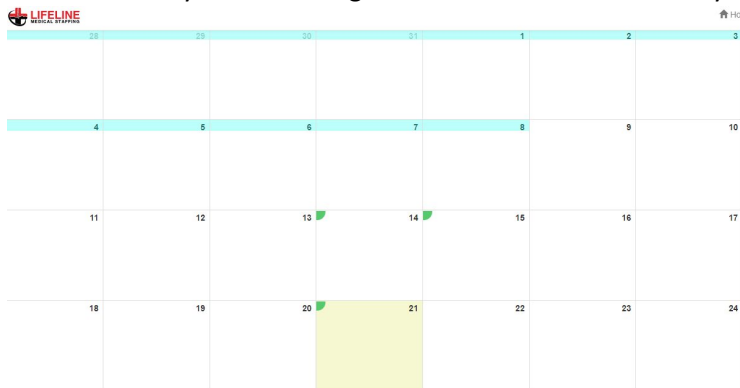
Add Availability Note

Permanent Availability [Set Permanent Availability](#)

	8 Hr Day	8 Hr Eve	8 Hr Night	12 Hr Day	12 Hr Night	DNW
SUN	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MON	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
TUE	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WED	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
THU	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
FRI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
SAT	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

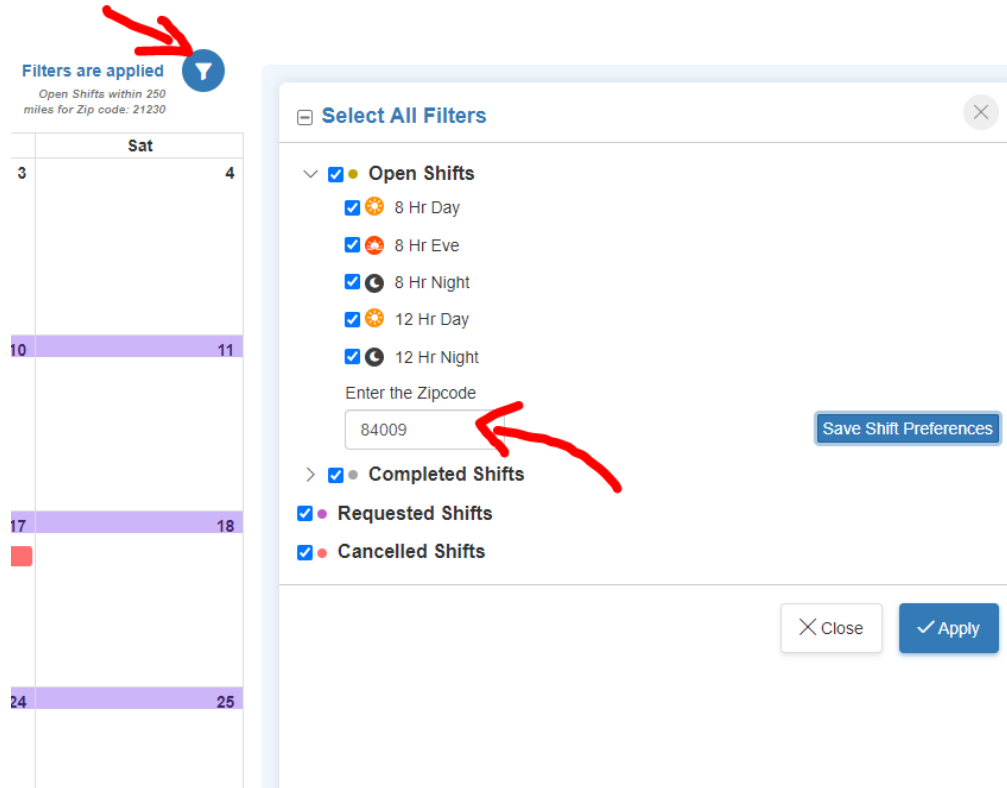
Permanent Availability Snapshot

- Click Save and you will see a green notification on the date you have updated

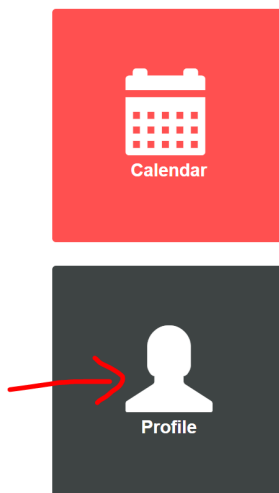


- Always keep your availability up to date to maximize the likelihood of being offered per diem assignments

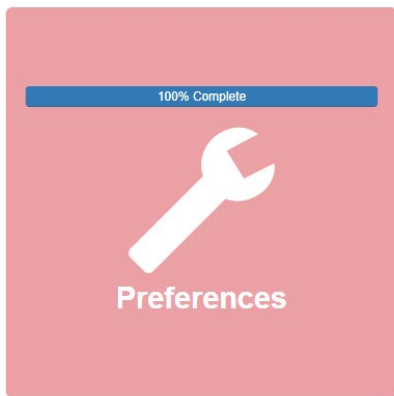
- If you are not seeing shifts available, check your filters and update your shift preferences
 - Click on the Filters are applied drop down and adjust your zip code to change the range in your search
 - Click save shift preference and apply



- In order to permanently adjust your preferences review your profile by click the profile icon



- Go in and adjust your preferences to update your work preferences, shift preferences, locations, and notification settings



➤ Work Preferences	completed
➤ Shift Preferences	completed
➤ Work Locations	completed
➤ Notification Settings	completed

- If for any reason you still do not see shifts just give us a call or send sus a text
- We can edit your profile and preferences, or schedule your shifts over the phone