



Dignity Health  
T.E.A.M.

## Request to Work at Badge Reader

1. Touch **Request to Work Icon**
2. Insert badge with barcode facing the blue arrow
3. Slide badge smoothly through the badge slot
4. System directs you to touch a date with an icon to view available shifts
5. Touch the date that you wish to request to work
6. Touch the **Request** button to the left of the shifts displayed to choose your shift
7. If you want to choose multiple days, touch the **Calendar** button
8. Once all selections are made, touch **Submit**
9. Review selected shift(s)
10. Press **Complete Entry** (Cancel if you wish to start over)
11. The message **“Request to Work was submitted Successfully”** appears and **“Thank You”** voices