# Welcome to Shiftboard!

You should have recently received your login and password via email. Please login and take a look at how simple and convenient our new scheduling software will be to assist us in communicating important schedule information. If you need help with your login please email me, Kathy Skinner kskinner@acpstaff.com and I will be happy to assist you. Here are a few steps to get you started.

**When you login, you will see:**
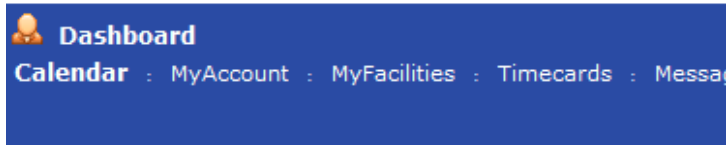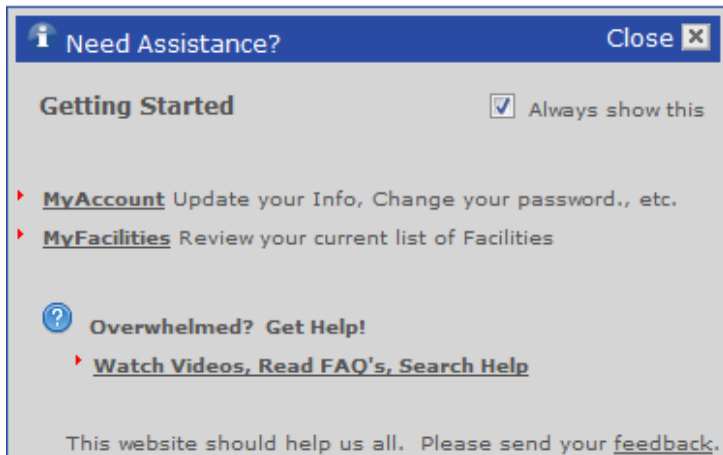
Click on My Account and review your personal data. Please confirm that it is correct and revise as needed.

IN ALL AREAS OF YOUR SHIFTBOARD ACCOUNT, AFTER MAKING CHANGES BE SURE TO CLICK ON UPDATE OR YOUR CHANGES WILL BE LOST.

Click on Notifications tab and you will see I have you set up to receive notifications via email on an immediate basis. You may add Mobile/TXT (SMS) notifications if like.

On the right side of the page, you will see:
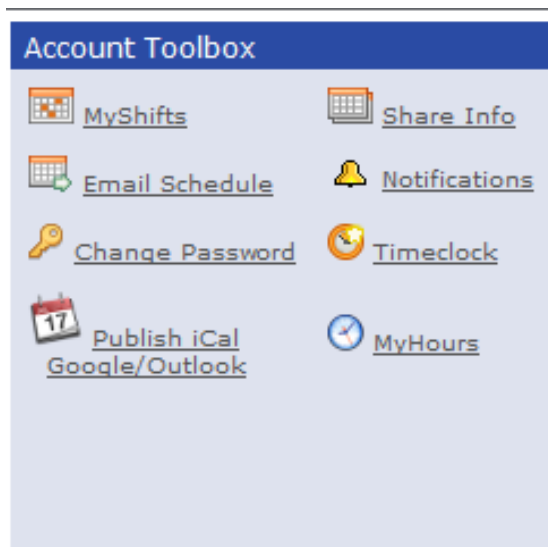
Click on each of the options shown to see what is available to you.

You will see shifts that you are assigned to in **green** as well as available shifts in **red**.

There are several calendar options – click around and find your preference.

Feel free to change your password to something that's easy for you to remember.

Enter your hours using the "Timecard" function. (Do not use "Timeclock".)

I hope you enjoy using our new scheduling system. I look forward to getting your feedback and helping you find the information you need with a few simple steps. Please contact me via email kskinner@acpstaff.com and I will get back to you as soon as possible.

Thank you – Kathy Skinner