

# Employee Training Resources

*You should have received an Invite from your Manager:*

Click on the invite link

1. Set up your username (typically your email address)
2. Set up your password
3. Set up your Profile, Contact Information and Alert Preferences:
  - How to set your Alert Preferences: <http://youtu.be/XCq81M-R-qQ>

If Applicable:

1. Set up your Availability:
  - How to set your Availability: <http://vimeo.com/44470391>
2. Download the When I Work App (App Store, GooglePlay)

## Helpful Links and Videos

Angie & the Support Team: [support@wheniwork.com](mailto:support@wheniwork.com)

*Angie and her team can be reached via email anytime for any questions you may have.*

Video Resource Library: <http://wheniwork.com/education/>

When I Work YouTube Channel: <https://www.youtube.com/user/wheniwork>

How to check your work schedule from your computer or phone: <http://youtu.be/DRW15itiPC0>

How to set your Availability: <http://vimeo.com/44470391>

How to Trade Shifts with Co-workers: [http://youtu.be/QD93oxQLV\\_0](http://youtu.be/QD93oxQLV_0)

How to Request Time Off: <http://youtu.be/TQcC94N6K98>

How to take an Open Shift: <http://youtu.be/ezvk4NXhuSM>