

**ASC Employee Portal:** allows you to adjust your contact preferences and review shift offers online

**First time sign in to set up ASC Employee Portal**

**1. Sign-in to ASC Online:**

Using your web browser, go to <https://phcshifts.vocantasonline.com> (best viewed through google chrome).

When prompted, enter your PHC username and password. This is the same username and password that you would use to access a PHC computer, or Providence Health Webmail.



Network Account Login

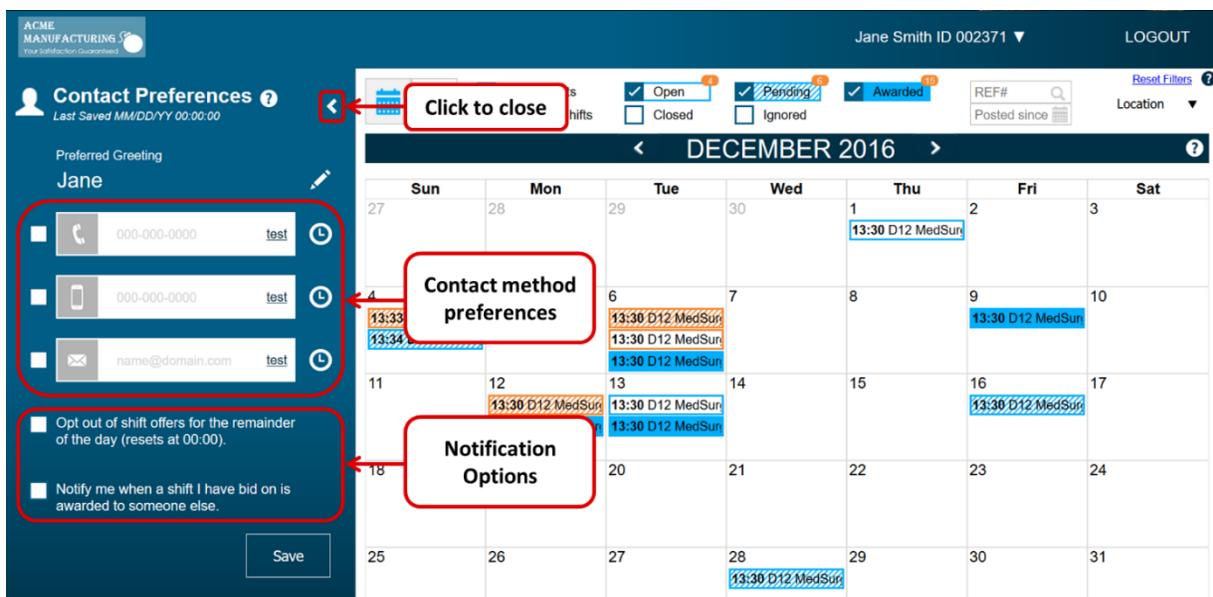
Click on the Network Account Login icon

**2. Acknowledge the Notification “Terms of Use”**

Scroll down to read the entire document, then click the checkbox, then click “ok” button

**3. Set up Contact Preference Page**

After signing-in to ASC Online, you will be automatically redirected to the Main Page. The Contact Preferences Card can be found on the left-hand side of the screen and can be opened or closed by clicking the sideways arrow at the top.



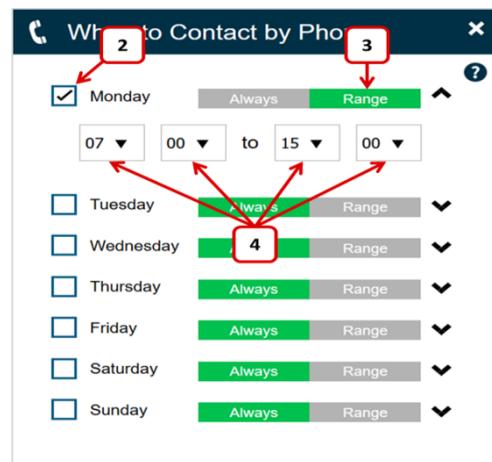
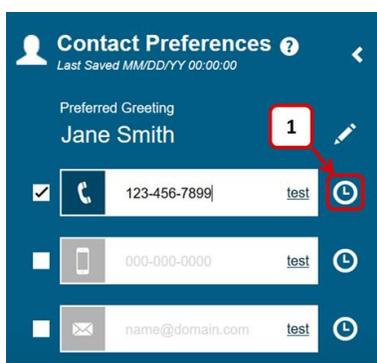
In the Contact Card, click the checkbox or icon beside the contact method you wish to activate or deactivate and input your preferences on how you want to be contacted and save. Click on the “Test” button to ensure you have entered your contact information correctly.

**How To: Set Day and Time Ranges for When to Receive Offers**

For each contact method (Voice, Text, Email) and each day of the week, you can set specific times of the day to be contacted with shift offers

By default, all contact methods are set to “always” receive shift offers on all days of the week. To update the contact card, click the clock icon beside the contact method you wish to set time ranges for. This will open the “When to Contact” popup.

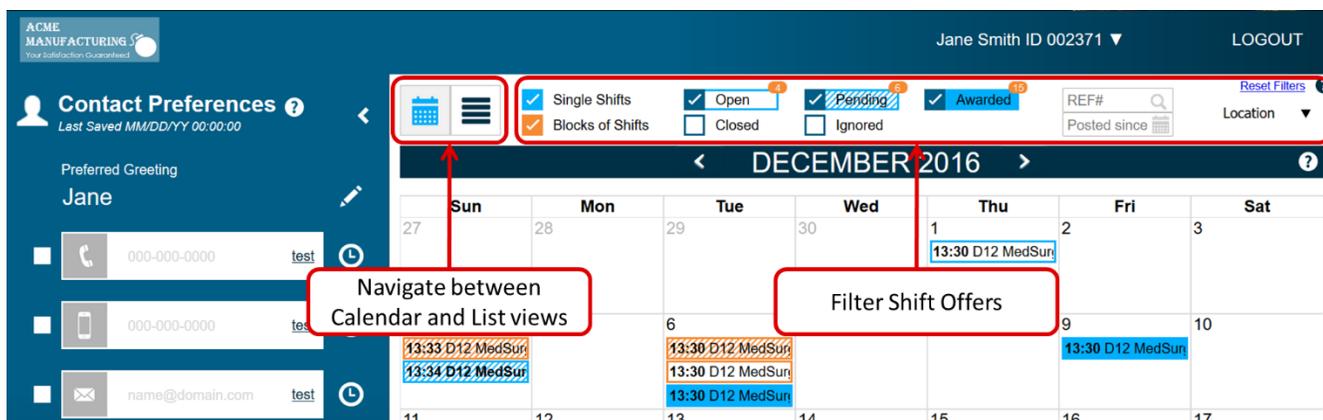
- In the “When to Contact” popup, click the checkmark beside the day of the week you wish to make changes to.
- Click the “Range” button for that day of the week to expose the Time Range drop-downs.
- Set the start and end times in the Time Range drop-downs.



## 4. Learn How to View Shift Offers Online

### Apply Filters Using the Toolbar to View Shift Offers

The Toolbar contains navigation buttons and a collection of filters that you can apply to change what kinds of shift offers you see in the Calendar and List views.



With filters, you can choose to see only offers that have a certain status, specific offers by reference number, offers posted recently, or offers for a specific unit/location.

Above the Open, Pending, and Awarded filters there are small orange indicators that display the number of recent offers of those types.

### Calendar/List Views

As their names imply, Calendar View displays your shift offers in a calendar format and List View displays your shift offers in a list format.

In both views, shift offers have different background patterns that let you know and what their status is. The table below describes this in more detail:

Color	Meaning
Blue	Indicates an offer for a single shift.
Orange**	Indicates an offer for a block of two or more shifts.
Light Gray	Indicates an “ignored” shift offer.
Dark Gray	Indicates a shift offer that is “closed”, meaning that it was either cancelled or awarded to someone else.
Pattern	Meaning
No Background (white)	Indicates an open shift that you have not expressed interest on.
Solid Blue/Orange Colored Background	Indicates a shift that has been awarded to you.
Striped Background	Indicates a shift that you have expressed interest on but that has not yet been awarded.

**\*\*NOTE:** Shifts that are color-coded in orange to indicate that they are grouped together and offered as a “block” of shifts

### Calendar View

In Calendar View, each shift offer displays the start time of the shift, the shift icon/symbol, and the unit of the shift:

For more information, please visit [asc.providencehealthcare.org](http://asc.providencehealthcare.org).