

Hi AHS PharmStatTeam!

Below are instructions so that you can login to our website and access your calendar to provide us with your availability at any time.

It's a simple process as outlined below:

- Go to our website at www.ahspharmstat.com
- Click on Login in the upper right hand corner
- Click the Calendar Login (Not the Zuman login which is for payroll)
- Your **User Name** is set up for you as your first initial then last name (i.e. John Smith's User Name is jsmith)
- Your **Password** is set up for you as the first four letters of your last name then the last four digits of your social security number (i.e. John Smith has a SS# 123-12-1234 so his password is smit1234)
- Once you log in, you will see a Welcome Message from AHS PharmStat display with options to view your calendar, schedule requests, and send/receive messages.
- To view your calendar, click on calendar to see a current month calendar and all the shifts you have worked and are scheduled to work for this month. You may select Previous Month and Next Month to see more information.
- You may enter your Permanent Availability (when you are always available to work) on the blue line so that we will know when you prefer to work. If you do not have a set schedule, then enter **available** days each month on the actual calendar dates by clicking the "1" box **under** the date. If you have dates that you know you **cannot work**, click "DNW" **under** that date on the calendar. *Please disregard the Legend for the Shifts at the top. These do not apply to our clients.*
- You may add your schedule requests and/or notes by clicking on the Schedule Requests link. Type your request and save it to add as a note to your calendar (displayed in the note section at the bottom of your calendar) and/or send a message to your AHS PharmStat Staffing Specialist.
- You may send messages to your AHS PharmStat Staffing Specialist by clicking on the Messages link.
- The link for Licenses/Certifications is now available so you can review your documents as desired.

Remember, if you have any questions while browsing any area of Temp Access, you may click the "Send your Staffing Specialist an email" link at the bottom of every screen in TSS.

The AHS PharmStat team is excited to provide this portal to give another avenue of communication with us. We hope you find this tool as valuable as we do!

