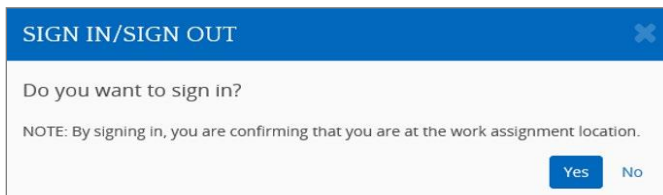## Sign in to an assignment

The Sign In button is available up to 5 minutes before a remote assignment in all districts. All districts excluding Hennepin allow interpreters to sign in 15 minutes before an on-site or on-site remote assignment.

1. Click **Sign In** under Today's Work Assignments.



2. Click **Yes** to confirm you are at the work assignment location.



## Sign out of an assignment

1. Click **Sign Out**.

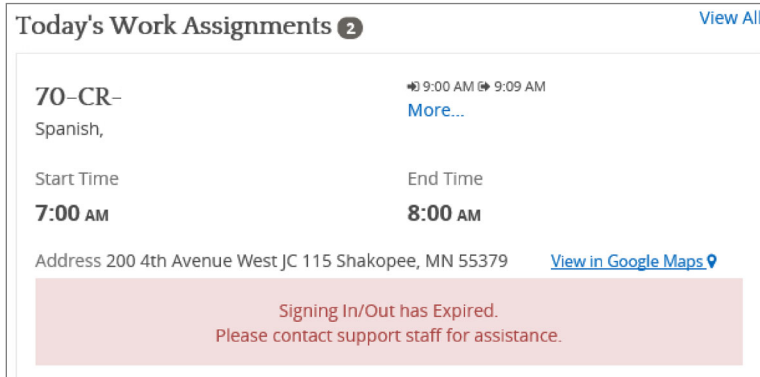The Sign Out button is available for up to 15 minutes after an assignment in all districts.

2. Click **Yes** to confirm the assignment has been completed.
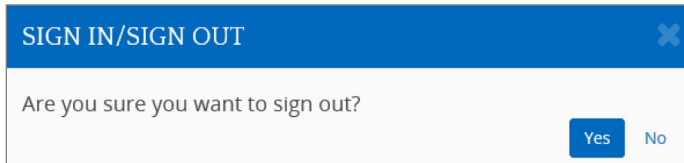


⚠ Interpreters will see an error message stating **Signing In/Out has Expired** if the sign in or sign out window is missed.
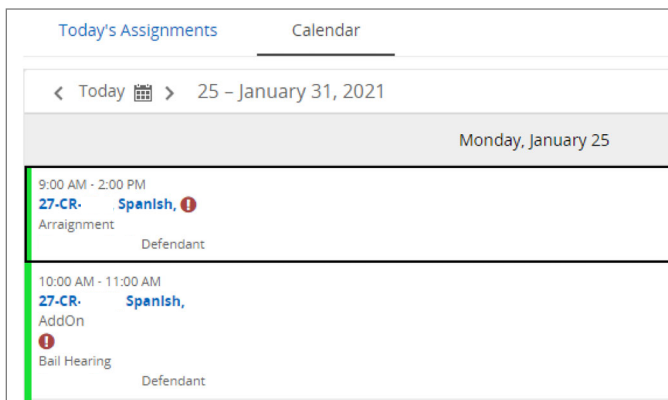


⚠ Interpreter should click on the envelope icon in the work assignment to report the time to the scheduler.
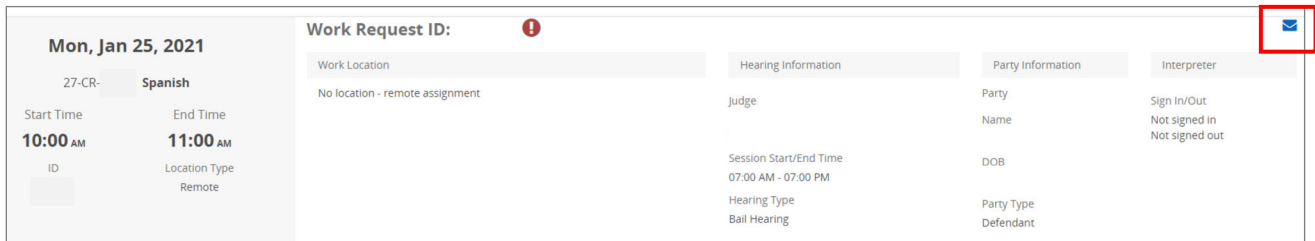


⚠ A delay in invoicing will occur if these steps still need to be completed.

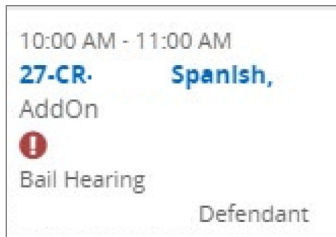# Sign in to an assignment with Zoom link

1. Click Calendar.

2. Click a view option to display the work assignments by:

- **Day**
- **Week**
- **Month**
- **Agenda**



3. The red exclamation point indicates an urgent comment is in the work assignment, where the Zoom information for a hearing is located. Click the case number link to open the comment.



4. Review the Zoom meeting information (link, meeting ID, passcode, other information), in the work assignment , then highlight the Zoom link from the Urgent Comments section. Copy and paste the link in a web browser.
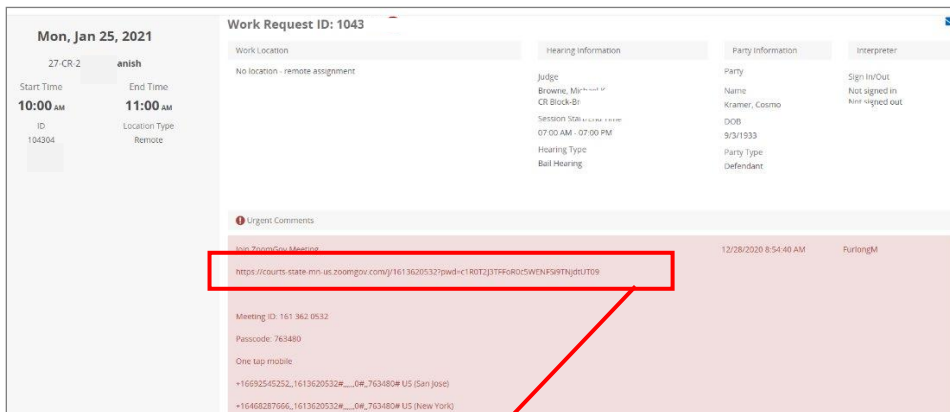
5. Click Launch Meeting.

💡 Each Add-On work assignment has its own Zoom link. Click the Zoom link in the Add-On work assignment to access a specific hearing.