Quick Reference Guide

Signing In and Out of an Assignment

Sign In to an assignment

1. Click **Sign In**. Sign in is available 15 minutes prior to an assignment in all districts except Hennepin.
2. Click **Yes** to confirm you are at the work assignment location.

   Remote work requests will not be available for sign in before the assignment begins. Sign in/out will need to be done at the assignments start and end times.

Sign Out of an assignment

1. Click **Sign Out**. Sign out is available up to 15 minutes after an assignment in all districts.
2. Click **Yes** to confirm the assignment if complete.

If signing in and signing out are not completed within the time allowed, you must contact the regional scheduler to sign in and out of the assignment for you.

A delay in invoicing will occur if these steps have not been completed.
Sign In to an assignment from a mobile device

1. Enter the **Sign In Code** you received from IRMA. Do not attempt to sign in prior to the time of the notification.

2. Click the **Send** icon. You’ll receive a confirmation text.

---

Sign Out of an assignment from a mobile device

1. Enter the **Sign Out Code** you received from IRMA. Do not attempt to sign out prior to the time of the notification.

2. Click the **Send** icon. You’ll receive a confirmation text.