Signing In and Out of IRMA Work Assignments

Sign in to an assignment

1. Click Sign In under Today’s Work Assignments.
2. Click Yes to confirm you are at the work assignment location.

Interpreters can sign in 15 minutes prior to an onsite/onsite remote assignment in all districts except Hennepin. Sign in is available up to 5 minutes prior to a remote assignment in all districts.

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 has been completed.

If sign in or sign out are not completed within the time allowed, contact the regional scheduler to sign in or out of the assignment.

A delay in invoicing will occur if these steps have not been completed.
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Sign in to an assignment with a 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 and this is where the Zoom links for hearings are found. Click the case number link.

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

5. Click Launch Meeting.

   Each AddOn work assignment has its own Zoom link, click the Zoom links in the AddOn work assignments to access a specific hearings.