HOW TO CREATE A USER ACCOUNT TO SELECT SHIFTS WITH DINING
You will receive an email from Whentowork.com in your Grinnell College Email. Please open and read the email.

Dear Joe Dining,

Your Grinnell College Dining Services-Marketplace Student Staff manager has set up an account for you at Whentowork.com and requests that you sign-in and enter your information into the system. This account will allow you to view your schedules, request time off, set your time preferences, (and more) once you have entered your information.

Please go to: http://Whentowork.com

Under "Sign-In" enter the following temporary sign-in information:

ID: W2W253065458
Password: W2W253065458
This email assigns you a **temporary User ID and Password**. You will need this to create your Whentowork.com Account. Click on the link provided in the email http://whentowork.com (This information is highlighted in yellow below but will not be highlighted in the email that you have received.)

Dear Joe Dining,

Your Grinnell College Dining Services—Marketplace Student Staff manager has set up an account for you at Whentowork.com and requests that you sign-in and enter your information into the system. This account will allow you to view your schedules, once you have signed in.

Please go to: [http://WhenToWork.com](http://WhenToWork.com)

Under "Sign-In" enter the following temporary sign-in information:

ID: WZW253065458
Password: W2WCZ4NW5

and click "Sign-In"

and click "Sign-In"

If you have any questions, please direct them to your scheduling manager.

We look forward to serving you,

Your WhenToWork.com team.

If you wish to stop receiving these messages, click this link: [https://www2.whentowork.com/cgi-bin/w2WB.dll/clearnotif?Key=A2530654592253065458X0F](https://www2.whentowork.com/cgi-bin/w2WB.dll/clearnotif?Key=A2530654592253065458X0F)
When at site https://whentowork.com enter your temporary Sign-In ID and Password and click SIGN IN NOW.
Click Go to Step Two
Enter all necessary information. CLICK GO TO LAST STEP.
Joe Dining

You are now ready to use WhenToWork!

You are now ready to go to your own home page where you can click on links to look at your work schedules, send messages to your manager or other employees, view notices from your manager and perform many other functions.

Be sure to set your Work Time Preferences so that your manager will know when you like/dislike working.

Each page has a HELP button in the upper right corner. If you have questions or are not sure what to do next, be sure to check out the HELP information. Questions or problems with the WhenToWork system? You may click on the e-mail link at the bottom of the pages to send WhenToWork a question or comment.

Be aware that your manager can view all messages that are sent through WhenToWork and any other information that you provide here.

Go to My Home Page
This is your homepage. You will now need to create a user Sign-In ID and Password. You do this by clicking **CHANGE MY INFORMATION**.
CLICK CHANGE ID OR PASSWORD.
Enter the **temporary Sign In ID and Password**. Then create your **new Sign In ID and password**. We ask that you keep it similar to your Grinnell College User Name and Password so you do not forget it. **CLICK UPDATE USER ID/PASSWORD**.

![Change Password Form](image-url)
CLICK HOME on the top tool bar.
CLICK SHOW EVERYONE’S SCHEDULE in the light blue boxes in the middle of your screen.
CLICK the small calendar icon in the top middle portion of your screen. A pop up window of a calendar will appear.

Click on August 25 on the calendar.
You are now viewing the schedule. Any of the yellow highlighted UNASSIGNED shifts are shifts that are available for selecting. To select an unassigned shift you will click the shift you are interested in, a pop up window will appear that reads PICK UP THIS SHIFT. Click PICK UP THIS SHIFT.

Click here first

Click here second
Once you click **PICK UP THIS SHIFT** another popup window will appear. It will ask you "Are you sure you want to pick up this shift?" Click **OK** if it is the shift you want.

If you selected a Monday Breakfast Beverage shift, it means this shift Monday Breakfast is your shift for the rest of the semester (excluding breaks and finals week).
**CLICK** on other shifts that you would like to work by following the previous instructions. You are allowed a maximum of 15 hours per week. Please keep in mind that you are responsible for the shifts that you select for the rest of the semester.
Once you have finished selecting your shifts, you can view your schedule by clicking **HOME** on the top right tool bar. When your Home page appears, click **SHOW MY SCHEDULE** on the light blue tool bar in the middle of your screen.
Your schedule appears. This schedule will be carried forward each week for the semester. You will have the same schedule each week for the semester (excluding breaks and finals week).
HELP TOPICS

• You can find HELP TOPICS on your HOMEPAGE that will help you navigate through the signing up process of whenIowork.com.

• If you have any questions please talk to one of the Marketplace Supervisors:
  Kelly Edgington, James Freese or Sheryl Ranfeld

• A copy of this power point presentation can be found on the Grinnell College Dining & Catering web page.
When2Work Terminology

This terminology will help you better understand how we utilize the when2work scheduling system.

• **Trade/Drop Shift**- is used when referring to a one time substitution. **Trade/Drop** shift means someone will cover your shift for the one shift and you will resume the same shift the following week.

• **Drop Shift**- is used when referring to a permanent substitution. **Drop** shift means you will give up the shift permanently and you will have to have permission from a supervisor to permanently **drop the shift**. We will require a two (2) week notice to drop the shift.