

Employee: Nader, Tracy



Welcome to myWorkforce!

myWorkforce is a web-based tool that can be accessed using a smartphone, tablet computer or desktop computer. If you have access to a web browser, you can access the myWorkforce site which provides you access to:

- View your schedule
- View past clock ins and outs
- Request schedule changes
- Make shift swaps with coworkers
- Receive manager messages
- Reset your password
- Manage your profile and alert preferences
- Pick up shifts
- Request time off
- Coworker contact list

You can elect to receive alerts via SMS (text) to your mobile phone, to your email or both! Alerts include:

- Your login credentials
- Your new schedules
- Available shifts
- Swap requests and approvals
- Time off request approvals

Here's how to log in:

<https://cloud.compeat.com/Advantage/Workforce>

Username: TNader2747

Password: tNqi7ZQj

Customer: Grovebay

A screenshot of the "Sign In" form. The form has a light orange background and a rounded rectangle shape. At the top, the text "Sign In" is written in a large, green, sans-serif font. Below this, there are four input fields, each with a green label to its left: "Username:" followed by a text box containing "UserName"; "Password:" followed by a text box containing "Password"; "Customer DB" followed by a text box containing "Customer DB". Below the input fields, there is a "Remember me:" label followed by a small, empty square checkbox. At the bottom of the form, there is a green rectangular button with the text "Log In" in white, sans-serif font.

Log in to edit your profile, update your alert preferences and view your schedules and requests.