

REQUESTING AVAILABLE SHIFTS

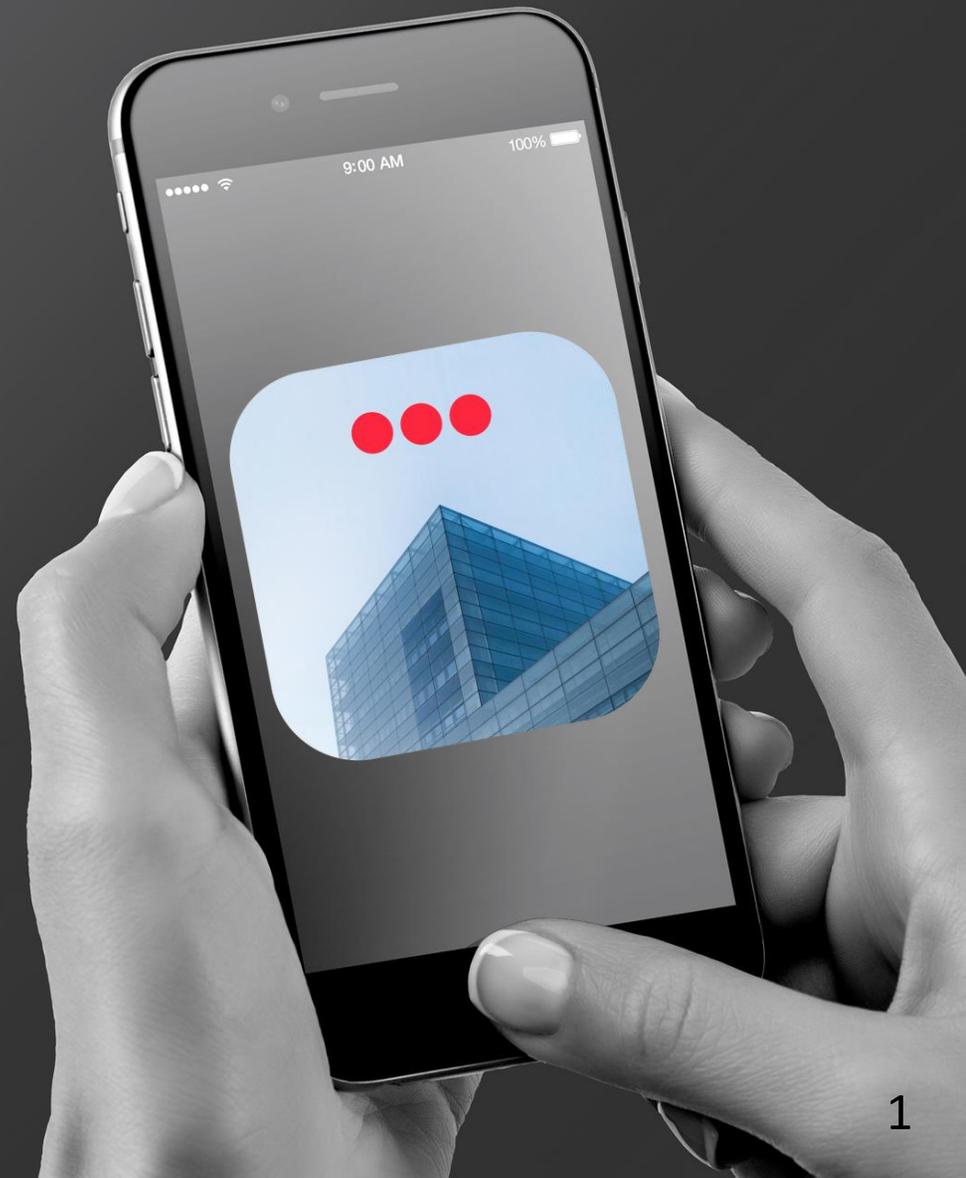
MYCONNECT APP



OFFICER JOB AID

MYCONNECT APP REQUEST WORK SHIFTS

As a Securitas Security Officer, you will now be able to **request available shifts sent to you from your manager** directly on your phone **from within MyConnect app**.



MYCONNECT APP DOWNLOAD

1

You should have already downloaded the MyConnect app on your device.

If not, please download the app to your personal iPhone or Android by scanning the appropriate QR code, based on your device's operating system, to gain access.

2

Once the MyConnect app is available on your device, please tap its icon to launch it and log-in using your OneID credentials.

Once logged in, tap the 'More' menu.

Make sure to update all applications prior to attempting to download as this may prevent the application from loading.

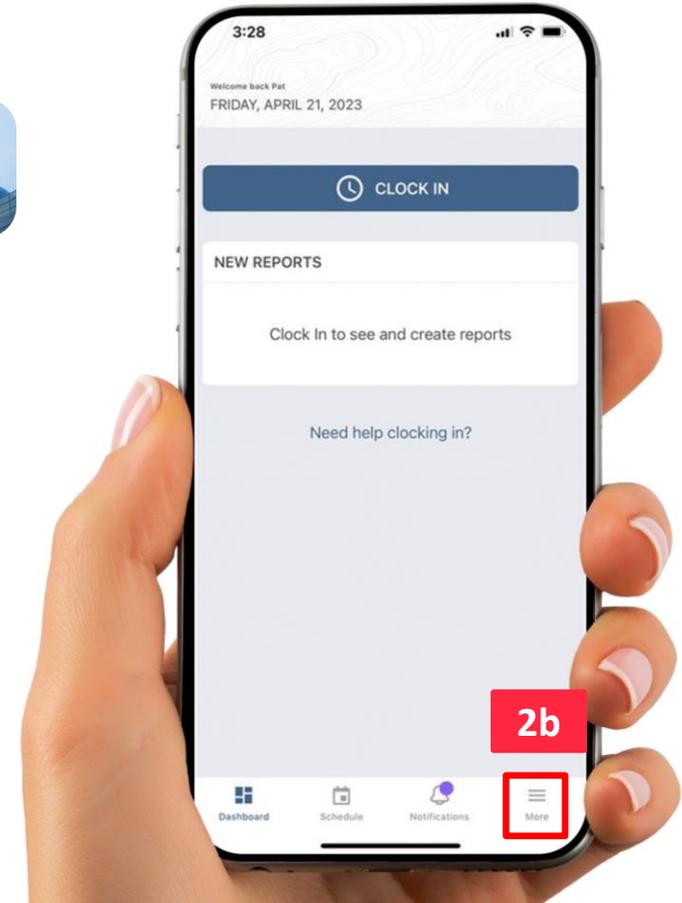


2a

Apple iOS



Android



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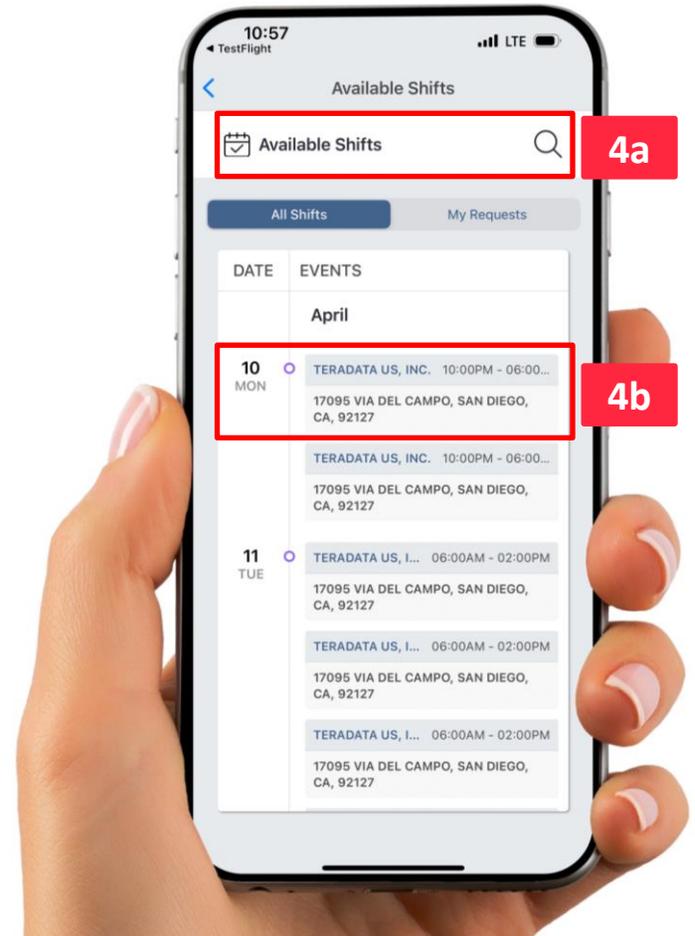
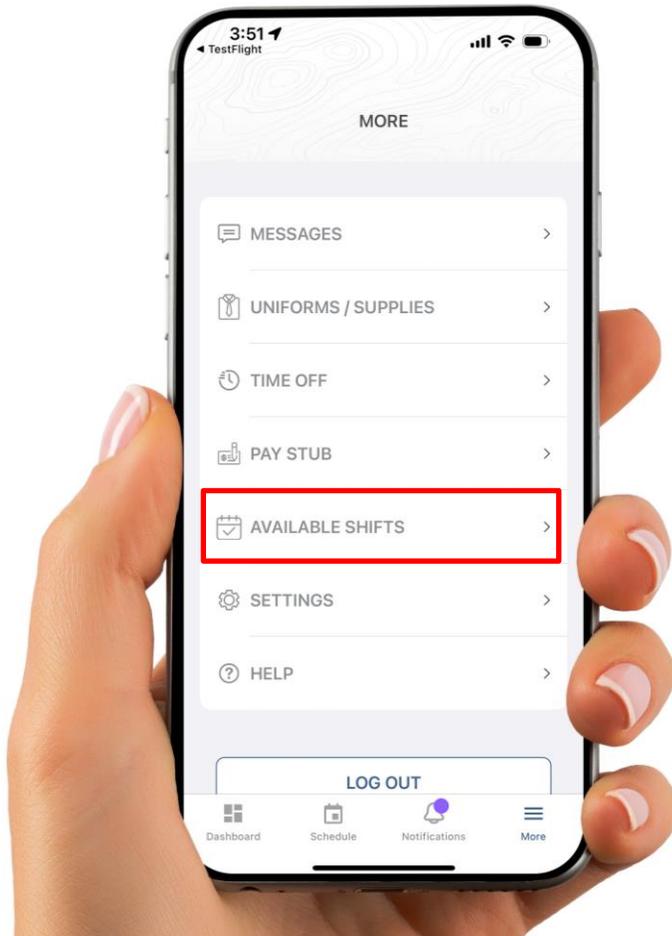
3

Please tap on the **“AVAILABLE SHIFTS”** section, to view all Shifts that were made available to you.

4

Under **“All Shifts”** section, please tap on a shift you would like to fill.

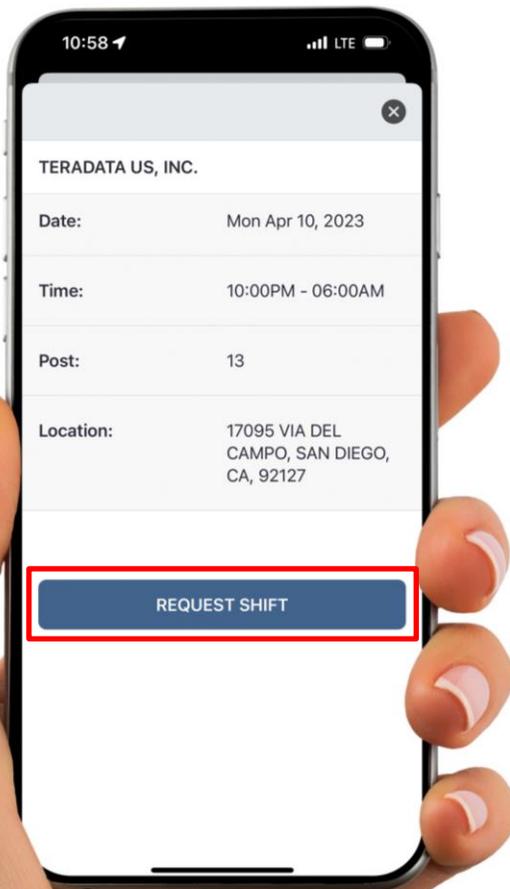
You can use the search feature ‘Available Shifts’ to find a shift by an engagement name or city.



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5

Next, please tap the “REQUEST SHIFT” button, to request the chosen Shift.

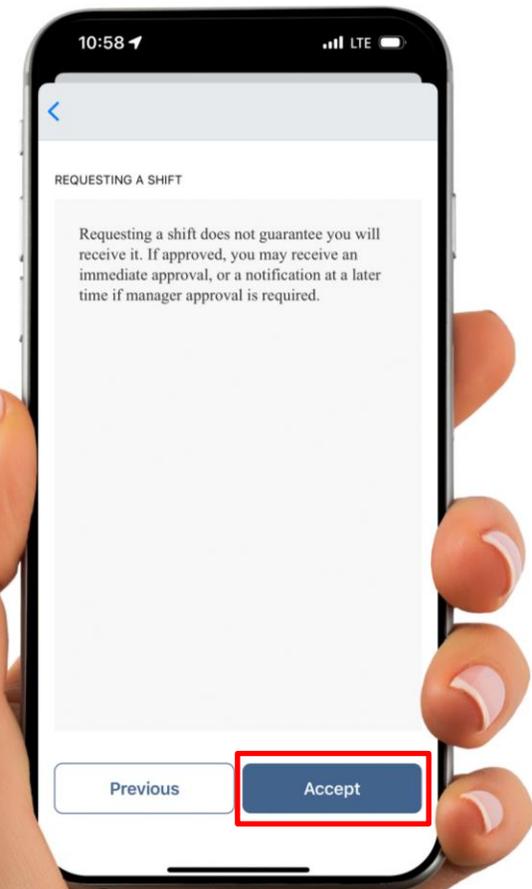


6

Please tap the “Accept” button to accept the approval notice.

Accepting a shift does not guarantee that you will be approved to take the shift.

Please check your requests for approvals.



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7

Under “My Requests” section, you will see all the Shifts you’ve requested.

8

If your shift claim is approved, the “Approved” badge will appear to the right of each requested shift.

