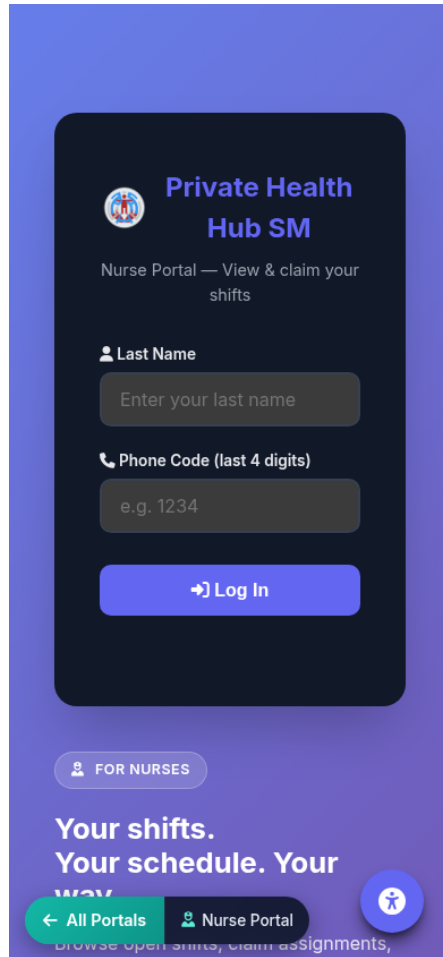


PHH CareSchedules

Nurse Guide

For RNs, LPNs, and CNAs



Install & Usage Guide

Install the App

PHH CareSchedules is a web app — no app store needed. Install it on your phone or computer's home screen for quick access.

iPhone / iPad (Safari)

1. Open **Safari** and go to **phh-careschedules.umunthu.io**.
2. Tap the **Share** button (square with arrow up).
3. Scroll and tap **Add to Home Screen**.
4. Tap **Add**. The PHH icon appears on your home screen.

Android (Chrome)

1. Open **Chrome** and go to **phh-careschedules.umunthu.io**.
2. Tap the **three-dot menu** in the top right.
3. Tap **Install app** or **Add to Home screen**.
4. Tap **Install**.

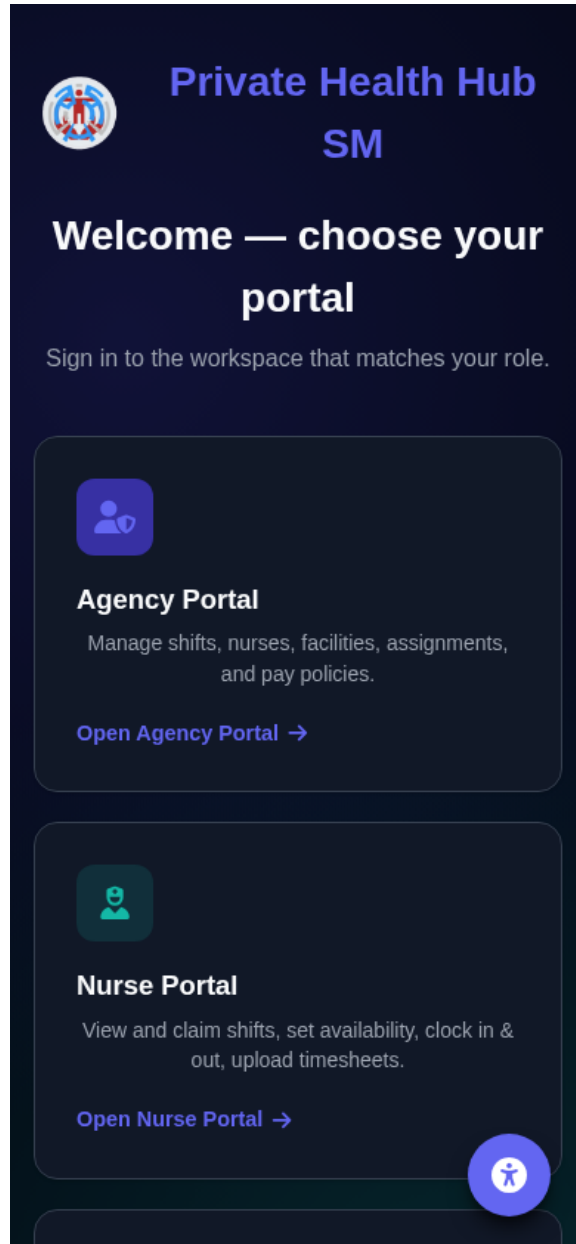
PC / Mac (Chrome or Edge)

1. Open the browser and go to **phh-careschedules.umunthu.io**.
2. Click the **install** icon in the address bar (monitor with arrow).
3. Click **Install**. A desktop shortcut is created.

Tip: Once installed, the app opens in its own window without browser tabs.

Choose Your Portal

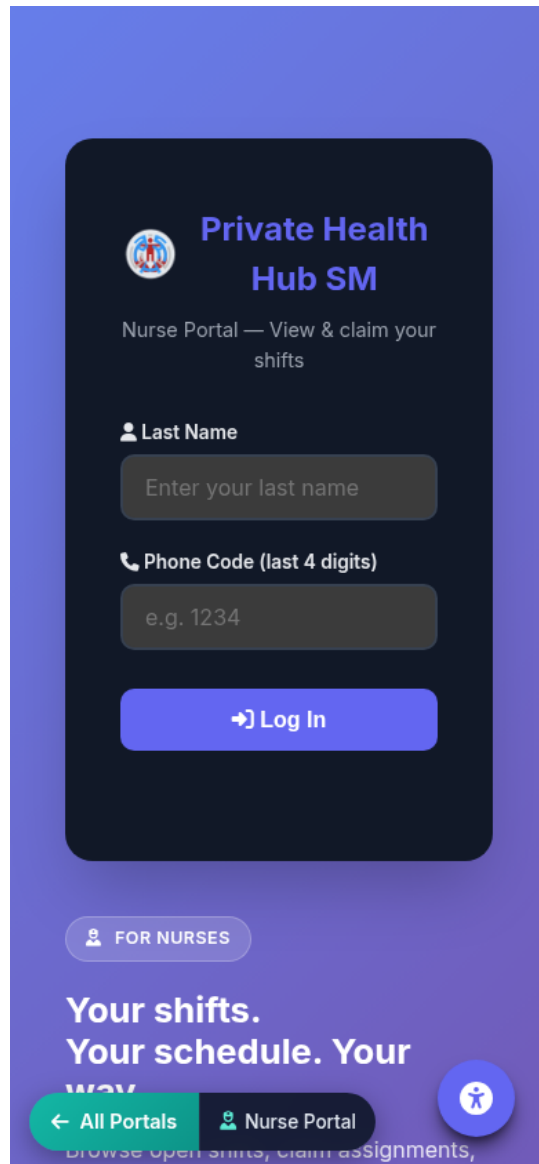
When you open the app, you'll see the portal selector. Pick the portal that matches your role.



Welcome screen — portal selector

Tap **Open Nurse Portal**.

Sign In



Nurse sign-in screen

Signing in is quick — you only need two things:

1. Your **last name**
2. The **last 4 digits of your phone number** (the phone number on file with PHH)

No password, no email. If your details don't work, contact your scheduler to confirm the phone number on file.

Using the Nurse Portal

Claimed Shifts

Shifts that are yours — either assigned to you by the scheduler (Confirmed) or that you claimed (Pending approval until the scheduler confirms).

Available Shifts

Open shifts that match your role. Tap **Claim** to request one. The scheduler will confirm.

Claiming vs. Confirmed

Claimed by you = pending approval. **Assigned by admin** = confirmed automatically.

Calendar

See all your shifts at a glance, month by month.

My Availability

Mark which days/times you're available. The scheduler uses this when assigning shifts.

Resources

Policy documents, training materials, and quick-reference links.

Notifications

New shifts, approvals, schedule changes, and reminders appear here.

Declining a Shift

You can decline a shift you've been assigned, but there's an important rule:

6-Hour Decline Rule

If the shift starts in **less than 6 hours**, the decline button is blocked. You'll see a message asking you to **call the scheduler directly** so coverage can be arranged immediately.

Outside the 6-hour window, declines go through the app as normal.

Clock In / Clock Out

From a confirmed shift, tap **Clock In** when you arrive and **Clock Out** when you leave.

Timesheet Photo

You'll be asked to upload a photo of your signed timesheet. This becomes part of the verified record.

Make sure the photo is clear, well-lit, and shows the full timesheet including signatures.

Light & Dark Mode

Every portal has a sun/moon toggle in the header. Your choice is saved on your device.

Need Help?

Contact your scheduler or PHH administrator. They can reset passwords, fix shift errors, and answer policy questions.