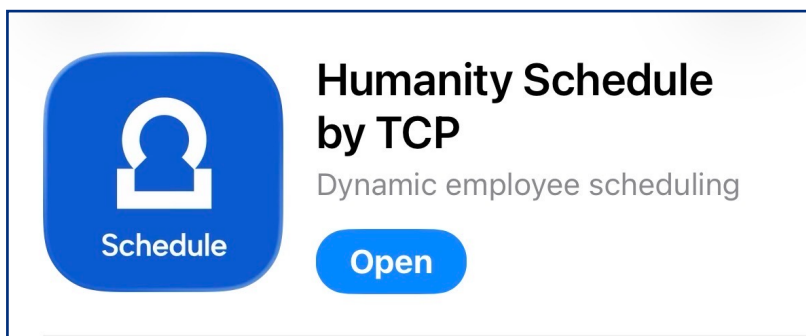


HOW TO DOWNLOAD AND USE THE HUMANITY APP

1. Scan the appropriate QR code on your device to access the Apple App Store (iPhones) OR the Google Play Store (Androids).



2. Download the Humanity Schedule by TCP App on your device.

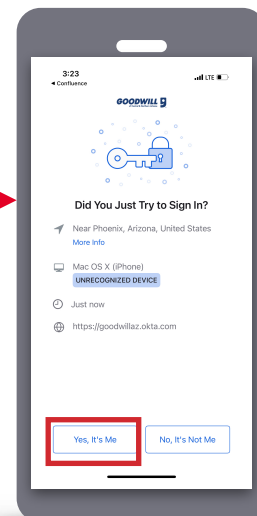
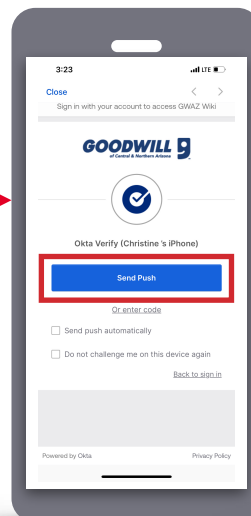
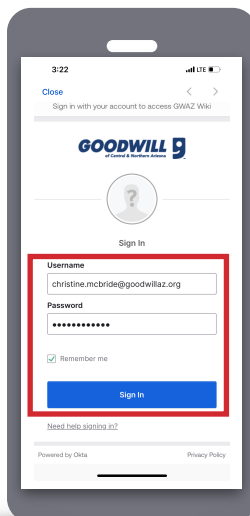
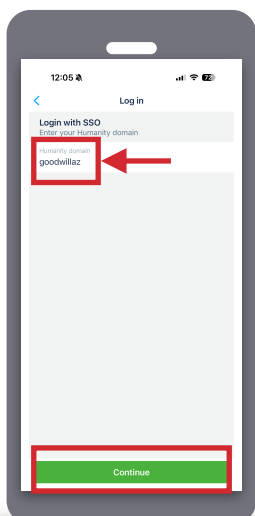
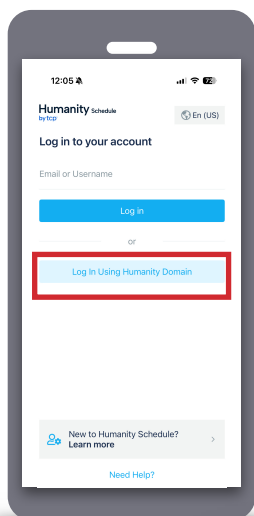


Note: The app should appear on your device's home screen once the download is completed.

3. Click Log In Using Humanity Domain

4. Enter goodwillaz > Click Continue

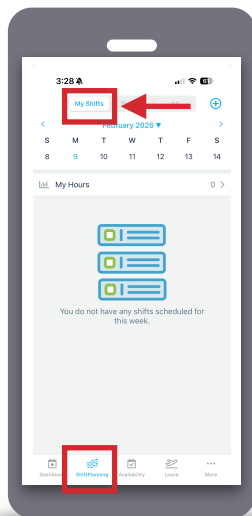
5. Use your employee login details to Sign In > If prompted by Okta, click Send Push > Confirm the login > Return to the Humanity App



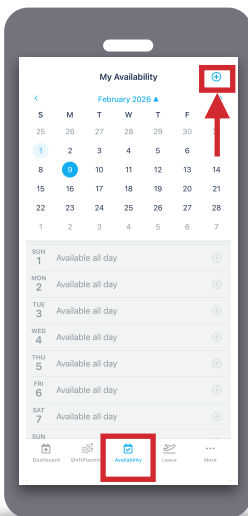
6. Click Shift Planning > Click My Shifts to view your shifts

7. Click Availability > Click the blue plus sign in the upper right corner

8. Enter the appropriate details > Click Save



Note: Setting availability is optional and should only be done after informing your leader; it's only meant for days/times you cannot work, **not** for time off.



Select **Myself**
Enter the **Date**
Select the **All Day** toggle
OR Enter a time range

Note: Enter a note and/or select additional options as necessary.

