

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.

The screenshot shows a Windows Internet Explorer browser window displaying the Outlook Web Access interface for Kelly Edgington. The address bar shows the URL <https://mail.grinnell.edu/owa/>. The page title is "Edgington, Kelly - Outlook Web Access - Windows Internet Explorer". The interface includes a navigation pane on the left with folders like "Mail", "Calendar", "Contacts", "Deleted Items (7969)", "Drafts [24]", "Inbox (501)", "Jeanette Moser (5)", "Junk E-mail", "Notes", "NSO Call backs summer2009", "Outbox", "RSS Feeds", "Scott Turleys stuff", "Sent Items", "Summer 2007", "Tasks", and "Search Folders". The main pane shows the "Inbox (6484 Items, 501 Unread)" with a list of emails. A yellow arrow points to the email from "WhenToWork.com" with the subject "Your WhenToWork.com login information" and a timestamp of "Tue 7:26 PM". The email content is displayed on the right, starting with "Dear Joe Dining," and providing login information for WhenToWork.com, including a temporary sign-in ID and password.

Edgington, Kelly - Outlook Web Access - Windows Internet Explorer

https://mail.grinnell.edu/owa/

File Edit View Favorites Tools Help

Edgington, Kelly - Outlook Web Access

Microsoft Office Outlook Web Access
Connected to Microsoft Exchange

Find Someone Options Edgington, Kelly Log Off

Mail << Inbox (6484 Items, 501 Unread) >> Help

New [Icons] Search Inbox

Arrange by: Date Newest on top

Williams, Richard Tue 9:45 PM
Fw: [Dining Services] Summer Emplo...

WhenToWork.com Tue 7:26 PM
Your WhenToWork.com login inform...

Berardo, Robyn Tue 4:29 PM
Out of Office: Lily Cook

Brothers, Anne E Tue 2:35 PM
Kelly!

Thein, Adam M Tue 2:23 PM
Reference

Berardo, Robyn Tue 12:05 PM
Kelsey Smith/Dining Services/Call-In...

johnsona2@grinnell... Tue 11:39 AM
Re: W2W Fwd: Final and Last Call f...

Nahib, Sahar Tue 10:31 AM
RE: W2W Fwd: Final and Last Call f...

Chalupa, Matthew J Tue 9:09 AM
RE: Early Arrival

Monday

Hitchins, Rachel J Mon 11:19 PM
RE: Early Arrival Essential Status

Liu, Alison K Mon 9:05 PM
RE: W2W Fwd: Final and Last Call f...

Items 1 to 50 of 6484

Your WhenToWork.com login information
AutoForward@mail.WhenToWork.com [AutoForward@mail.WhenToWork.com]
Sent: Tuesday, July 13, 2010 7:26 PM

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.

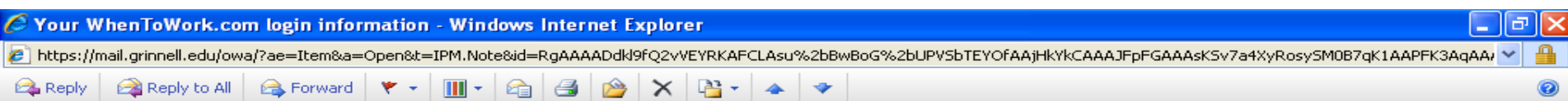
Please go to: <http://WhenToWork.com>

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

ID: W2W253065458
Password: W2W074NWS

Internet 100%

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.)



Your WhenToWork.com login information

AutoForward@mail.WhenToWork.com [AutoForward@mail.WhenToWork.com]

Sent: Tuesday, July 13, 2010 7:26 PM

To: Edgington, Kelly

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

Please go to: <http://WhenToWork.com>

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

ID: W2W253065458

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.

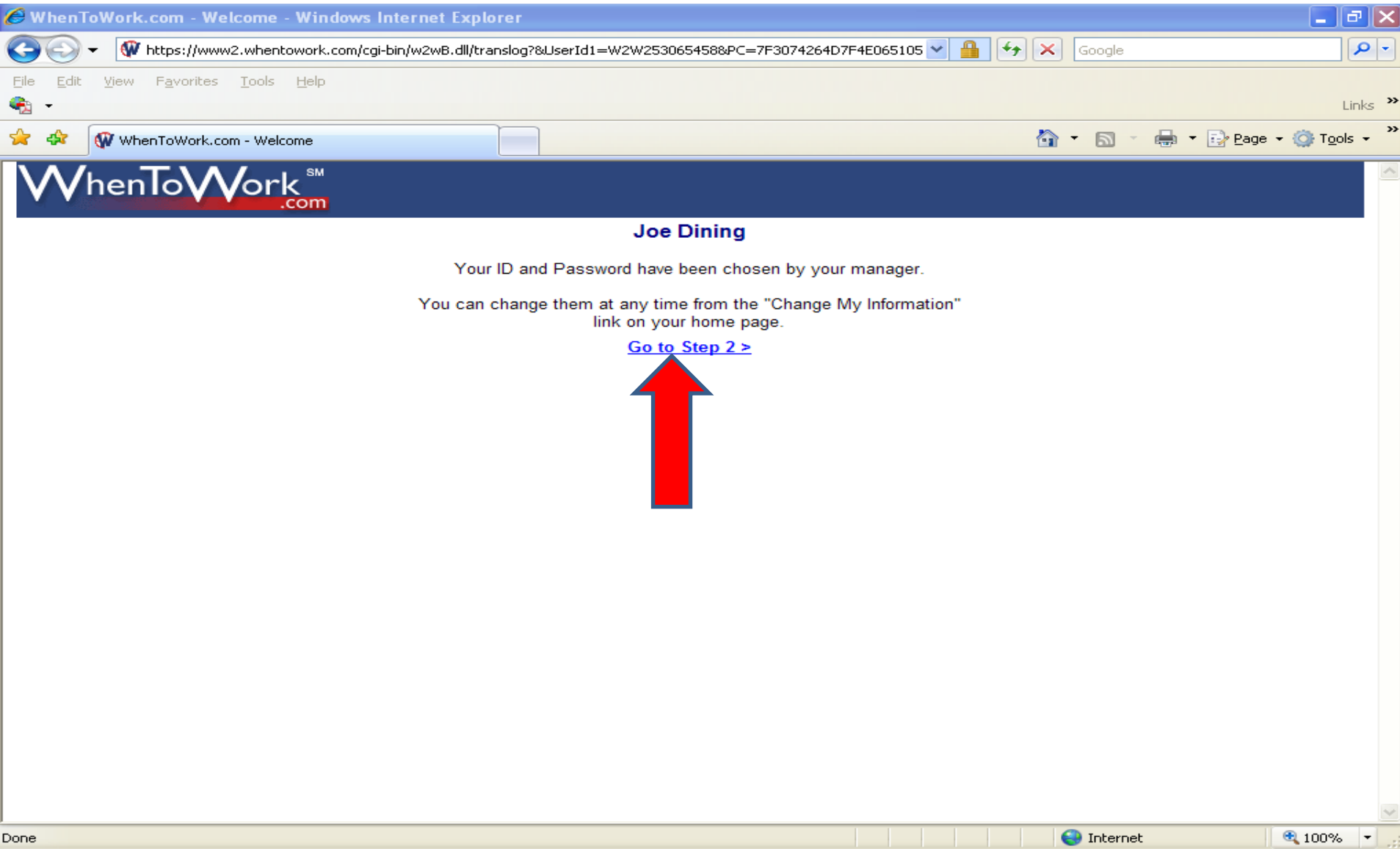
If you wish to stop receiving these messages, click this link:

<https://www2.whentowork.com/cgi-bin/w2wB.dll/clearnotif?Key=A253065459Z253065458X0F>

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.**

WhenToWork.com - Employee Information - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/empwelcome2.htm?SID=1004805896428F

File Edit View Favorites Tools Help

WhenToWork.com - Employee Information

WhenToWorkSM.com

Joe Dining

Step 2
Add or Change Your Personal Information

You may make changes to your information below and then click the Go To Last Step button.

Phone:

☐ All employees can see my phone number
☒ Only my manager can see my phone number

☐ All employees can see my E-MAIL address
☒ Only my manager can see my E-MAIL address

The following information can only be viewed by your manager:

Address:

Address 2:

City, State, Zip:

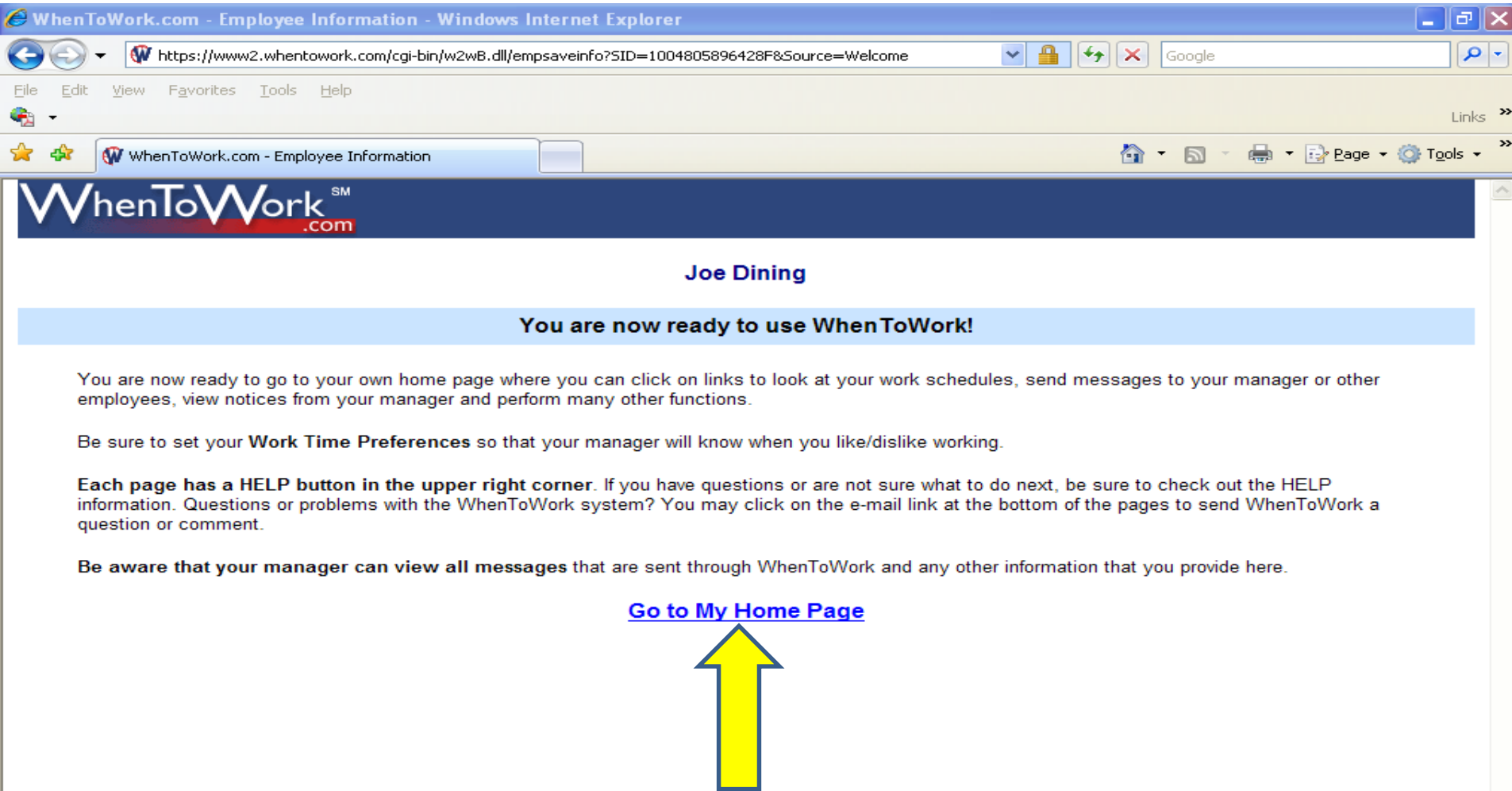
2nd Phone:

Cell:

CLICK HERE

Done Internet 100%

CLICK 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**.

WhenToWork.com - Home Page - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/home?SID=1004805896428F

File Edit View Favorites Tools Help

WhenToWork.com - Home Page

HOME Schedule Info Prefs Time-off Trades Messaging Staff On Now Bulletins HELP

WhenToWork.com

Grinnell College Dining Services-Marketplace

Student Staff

Welcome Joe Dining

SIGN-OUT

What's New!
Jul 13, 2010 05:53pm

MAINTENANCE NOTICE
Beginning this Friday, July 16th at 9pm Pacific Time service to your company's account server will be unavailable for approximately 5 hours to move your account to a new and much faster server.

If you filter your mail please add **autoforward@mail5.whentowork.com** as a valid email source for future notifications from your account.

And if your organization needs to whitelist your account's new server, please add **www5.whentowork.com** and **209.61.201.16** to your acceptable sites list.

Show My Schedule

Show Everyone's Schedule

Change My Information (Notifications, Phone, etc.)

Choose Times I Prefer to Work

Request Time Off (Full or Partial Day)

Tradeboard - Pick Up Open Shifts

Send a Message to My Manager

Staff List

Who Is Working Right Now

Bulletin Board

Sign Out

Happy Summer

Believe or not we are already looking at next semester. I have also posted the schedule for next semester. It is in your best interest to get signed up now if you are interested in a particular shift before the first year class comes in. So get signed up now!!!!
Thank you
Marketplace Supervisors

WhenToWork on Facebook
Become a Fan

For problems with your schedule, please [contact your Manager](#)

Internet 100%

CLICK CHANGE ID OR PASSWORD.

WhenToWork.com - My Information - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/empinfo.htm?SID=1004805896428F

File Edit View Favorites Tools Help

WhenToWork.com - My Information

HOME Schedule Info Prefs Time-off Trades Messaging Staff On Now Bulletins HELP

Grinnell College Dining Services-Marketplace Student Staff

Joe Dining
My Information

SIGN-OUT
Jul 13, 2010
06:00pm

Sign-In ID: **W2W253065458**
[Change ID or Password](#)

Use your Facebook, Google, etc.
login to access WhenToWork

Connect or Remove
OpenID

Phone: 641269
2nd Phone: 2014
Cell:

☐ All employees can see my phone numbers
☒ Only my manager can see my phone numbers

E-Mail: edgingto@grinnell.edu **Edit My E-Mail Addresses**

☐ All employees can see my e-mail addresses
☒ Only my manager can see my e-mail addresses

The following information can only be viewed by your manager:

Address: 1115 8TH Avenue
Address 2:
City, State, Zip: Grinnell IA 50112

Save my Changes

Comments

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 - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/empchangeass.htm?SID=1004805896428F

Close

Change My ID / Password

Current Sign-In ID:

Current Password:


NEW Sign-In Id:

NEW Password*:

Confirm New Password:

*Note any manager with permission to edit employees on this account can see your login ID and Password so choose a password that is not used for any other system access.

[Update User ID / Password](#)



Done Internet 100%

CLICK **HOME** on the top tool bar.

WhenToWork.com - My Information - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/empinfo.htm?SID=16552071514390

File Edit View Favorites Tools Help

WhenToWork.com - My Information

HOME Schedule Info Prefs Time-off Trades Messaging Staff On Now Bulletins HELP

Grinnell College Dining Services-Marketplace Student Staff

Joe Dining
My Information

SIGN-OUT
Jul 13, 2010
06:20pm

Sign-In ID: **JOEDINING**
[Change ID or Password](#)

Use your Facebook, Google, etc.
login to access WhenToWork

Connect or Remove
OpenID

Phone: 6412693661

2nd Phone: 2014

Cell:

☐ All employees can see my phone numbers
☒ Only my manager can see my phone numbers

E-Mail: edgingto@grinnell.edu **Edit My E-Mail Addresses**

☐ All employees can see my e-mail addresses
☒ Only my manager can see my e-mail addresses

The following information can only be viewed by your manager:

Address: 1115 8TH Avenue

Address 2:

City, State, Zip: Grinnell IA 50112

Save my Changes

Comments

CLICK **SHOW EVERYONE'S SCHEDULE** in the light blue boxes in the middle of your screen.

WhenToWork.com - Home Page - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/home?SID=16552071514390

File Edit View Favorites Tools Help

WhenToWork.com - Home Page

HOME Schedule Info Prefs Time-off Trades Messaging Staff On Now Bulletins HELP

WhenToWork.com

Grinnell College Dining Services-Marketplace
Student Staff

Welcome Joe Dining

What's New!
Jul 13, 2010 06:22pm

MAINTENANCE NOTICE
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And if your organization needs to whitelist your account's new server, please add **www5.whentowork.com** and **209.61.201.16** to your acceptable sites list.

WhenToWork on Facebook
Become a Fan

For problems with your schedule, please [contact your Manager](#)

Show My Schedule

Show Everyone's Schedule

Change My Information (Notifications, Phone, etc.)

Choose Times I Prefer to Work

Request Time Off (Full or Partial Day)

Tradeboard - Pick Up Open Shifts

Send a Message to My Manager

Staff List

Who Is Working Right Now

Bulletin Board

Sign Out

Happy Summer

Believe or not we are already looking at next semester. I have also posted the schedule for next semester. It is in your best interest to get signed up now if you are interested in a particular shift before the first year class comes in. So get signed up now!!!!
Thank you
Marketplace Supervisors

Internet 100%

CLICK the small calendar icon in the top middle portion of your screen. A pop up window of a calendar will appear.

WhenToWork.com - No Schedule Available - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/empfullschedule?SID=16552071514390

File Edit View Favorites Tools Help

WhenToWork.com - No Schedule Available

HOME Schedule Info Prefs Time-off Trades Messaging Staff On Now Bulletins HELP

Grinnell College Dining Services-Marketplace Student Staff

Joe Dining
No Schedule Available

SIGN-OUT
Jul 13, 2010
06:25pm

MY SCHEDULE
Weekly Monthly Upcoming

Everyone's Schedule
Daily Weekly Monthly Chart In-Out

TRADE MY SHIFTS TRADES OFFERED TRADEBOARD

Week of Jul 8, 2010

Select a Date - Window...

https://www2.whentowork.com/cgi-t

August, 2010						
Today						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Select

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**.

WhenToWork.com - Everyone's Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/empfullschedule?SID=16552071514390#

WhenToWork.com - Op...
https://www2.whentowork.com/cgi-bin/w2wB.dll/empfullschedule?SID=16552071514390#

Open Shift

Date: Aug 30, 2010
Time start: 6:45am
Time end: 8:30am
Position: Beverages Breakfast - Early
Description: [Pick Up This Shift](#)

Click here second

Grinnell College Dining Services-Marketplace Student Staff
Joe Dining

Weekly View

SIGN-OUT
Jul 13, 2010 06:31pm

TRADE MY SHIFTS TRADES OFFERED TRADEBOARD PRINT Display: All Positions

Week of Aug 26, 2010

Saturday Aug-28	Sunday Aug-29	Monday Aug-30	Tuesday Aug-31			
Bakers Help Lunch 10:30am - 1:30pm Paloma Velazquez - LNCH	Bakers Help Lunch 10am - 1pm Gwen Varley - LNCH	Bakers Help Lunch 8:30am - 1pm Anh Bui - LNCH Ami Shrestha - LNCH	Bakers Help Lunch 10am - 1pm Katherine Ingersoll - LNCH	Bakers Help Lunch 9:30am - 12pm Gwen Varley - LNCH	Bakers Help Lunch 10am - 1pm (Unassigned) - LNCH	Bakers Help Lunch 9:30am - 12pm Gwen Varley - LNCH
Bakers Helper Breakfast - Early 6am - 8am (Unassigned) - BRKFST	Bakers Helper Breakfast - Early 6am - 8am (Unassigned) - BRKFST	Bakers Helper Breakfast - Early 7am - 9am Elias Elias - BRKFST	Bakers Helper Breakfast - Early 7am - 9am Rebecca Mandt - BRKFST	Bakers Helper Breakfast - Early 6am - 8am Aniko Drlik-Muehleck - BRKFST	Bakers Helper Breakfast - Early 6am - 8am Laura Carter-Stone - BRKFST	Bakers Helper Breakfast - Early 6am - 8am (Unassigned) - BRKFST
Bakers Helper Breakfast-Late 8am - 10am Gwen Varley - BRKFST	Bakers Helper Breakfast-Late 8am - 10am Rebecca Mandt - BRKFST	Bakers Helper Breakfast-Late 8am - 10am Gwen Varley - BRKFST	Bakers Helper Breakfast-Late 8am - 10am Rebecca Mandt - BRKFST	Bakers Helper Breakfast-Late 8am - 10am Juan Carlos Perez - BRKFST	Bakers Helper Breakfast-Late 8am - 10am Gwen Varley - BRKFST	Bakers Helper Breakfast-Late 8am - 10am Dakota - BRKFST
Beverages Breakfast - Early 6:45am - 8:30am (Unassigned) - BRKFST	Beverages Breakfast - Early 6:45am - 8:30am Randy Routier - BRKFST	Beverages Breakfast - Early 6:45am - 8:30am Randy Routier - BRKFST	Beverages Breakfast - Early 6:45am - 8:30am Randy Routier - BRKFST	Beverages Breakfast - Early 6:45am - 8:30am (Unassigned) - BRKFST	Beverages Breakfast - Early 6:45am - 8:30am (Unassigned) - BRKFST	Beverages Breakfast - Early 6:45am - 8:30am (Unassigned) - BRKFST
Beverages Breakfast - Late 8:30am - 10:30am Randy Routier - BRKFST	Beverages Breakfast - Late 9am - 10:30am Randy Routier - BRKFST	Beverages Breakfast - Late 8:30am - 10:30am Randy Routier - BRKFST	Beverages Breakfast - Late 8:30am - 10:30am Randy Routier - BRKFST	Beverages Breakfast - Late 8:30am - 10:30am Randy Routier - BRKFST	Beverages Breakfast - Late 8:30am - 10:30am Randy Routier - BRKFST	Beverages Breakfast - Late 8:30am - 10:30am Randy Routier - BRKFST

Click here first

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).

The screenshot displays the WhenToWork.com interface for Grinnell College Dining Services-Marketplace Student Staff. The main window shows a weekly view for the week of August 26, 2010. A popup window titled 'Open Shift' is open, showing details for a shift on August 30, 2010, from 6:45am to 8:30am, for the position 'Beverages Breakfast - Early'. The 'Pick Up This Shift' button is highlighted. A confirmation dialog box from Windows Internet Explorer is overlaid, asking 'Are you sure you want to pick up this shift?' with 'OK' and 'Cancel' buttons. A yellow arrow points to the 'OK' button.

Open Shift Details:

- Date: Aug 30, 2010
- Time start: 6:45am
- Time end: 8:30am
- Position: Beverages Breakfast - Early
- Description: [Pick Up This Shift](#)

Weekly View Schedule (Week of Aug 26, 2010):

Monday Aug-30		Tuesday Aug-31	
Bakers Help Lunch 10:30am - 1:30pm Paloma Velazquez - LNCH	Bakers Help Lunch 10am - 1pm Gwen Varley - LNCH	Bakers Help Lunch 10am - 1pm (Unassigned) - LNCH	Bakers Help Lunch 9:30am - 12pm Gwen Varley - LNCH
Bakers Helper Breakfast - Early 6am - 8am (Unassigned) - BRKFST	Bakers Helper Breakfast - Early 6am - 8am (Unassigned) - BRKFST	Bakers Helper Breakfast - Early 6am - 8am Laura Carter-Stone - BRKFST	Bakers Helper Breakfast - Early 6am - 8am Aniko Drlik-Muehleck - BRKFST
Bakers Helper Breakfast-Late 8am - 10am Gwen Varley - BRKFST	Bakers Helper Breakfast-Late 8am - 10am Rebecca Mandt - BRKFST	Bakers Helper Breakfast-Late 8am - 10am Gwen Varley - BRKFST	Bakers Helper Breakfast-Late 8am - 10am Juan Carlos Perez - BRKFST
Beverages Breakfast - Early 6:45am - 8:30am (Unassigned) - BRKFST	Beverages Breakfast - Early 6:45am - 8:30am Randy Routier - BRKFST	Beverages Breakfast - Early 6:45am - 8:30am (Unassigned) - BRKFST	Beverages Breakfast - Early 6:45am - 8:30am (Unassigned) - BRKFST
Beverages Breakfast - Late 8:30am - 10:30am	Beverages Breakfast - Late 9am - 10:30am	Beverages Breakfast - Late 8:30am - 10:30am	Beverages Breakfast - Late 8:30am - 10:30am

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.

[illegible]

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.

WhenToWork.com - Home Page - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/home?SID=18306308584390

File Edit View Favorites Tools Help

WhenToWork.com - Home Page

HOME Schedule Info Prefs Time-off Trades Messaging Staff On Now Bulletins HELP

Grinnell College Dining Services-Marketplace
Student Staff

Welcome Joe Dining

What's New!
Jul 13, 2010 06:58pm

MAINTENANCE NOTICE
Beginning this Friday, July 16th at 9pm Pacific Time service to your company's account server will be unavailable for approximately 5 hours to move your account to a new and much faster server.

If you filter your mail please add autoforward@mail5.whentowork.com as a valid email source for future notifications from your account.

And if your organization needs to whitelist your account's new server, please add www5.whentowork.com and 209.61.201.16 to your acceptable sites list.

WhenToWork on Facebook
Become a Fan

For problems with your schedule, please [contact your Manager](#)

Sign Out

Happy Summer

Believe or not we are already looking at next semester. I have also posted the schedule for next semester. It is in your best interest to get signed up now if you are interested in a particular shift before the first year class comes in. So get signed up now!!!!
Thank you
Marketplace Supervisors

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).

WhenToWork.com - My Schedule - Windows Internet Explorer

https://www2.whentowork.com/cgi-bin/w2wB.dll/empschedule?SID=18306308584390

File Edit View Favorites Tools Help

WhenToWork.com - My Schedule

HOME Schedule Info Prefs Time-off Trades Messaging Staff On Now Bulletins HELP

Grinnell College Dining Services-Marketplace Student Staff

WhenToWork.com

My Schedule
Joe Dining

SIGN-OUT
Jul 13, 2010
07:02pm

MY SCHEDULE
Weekly Monthly Upcoming

Everyone's Schedule
Daily Weekly Monthly Chart In-Out

TRADE MY SHIFTS

TRADES OFFERED

TRADEBOARD

PRINT

Week of Aug 26, 2010

VCAL Export to Outlook

To put a shift on tradeboard, or find a possible replacement click on the shift

Working 1.75 hours

Recent Shift Change Notifications

Thursday Aug-26	Friday Aug-27	Saturday Aug-28	Sunday Aug-29	Monday Aug-30	Tuesday Aug-31	Wednesday Sep-1
				6:45am - 8:30am Beverages Breakfast - Early - BRKFST		

Time	12	1a	2	3	4	5	6	7	8a	9	10	11	12	1p	2	3	4	5	6	7	8p	9	10	11
Thursday																								
Friday																								
Saturday																								
Sunday																								
Monday									6:45am - 8:30am															
Tuesday																								
Wednesday																								

For problems with your schedule, please [contact your Manager](#)

Internet Explorer Double click to change security settings

HELP TOPICS

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