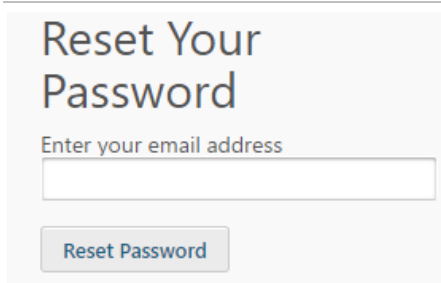


## What's New in the Fastaff Nurse Portal

Fastaff and U.S. Nursing have relaunched the [Nurse Portal](#) in an online recruiting system called Erecruit. This quick user guide will familiarize you with the most frequently performed tasks of the nurse portal, but you can always call us with questions at 1-800-736-8773.

We recommend using a [Chrome](#) or [Firefox](#) browser when accessing the Nurse Portal.

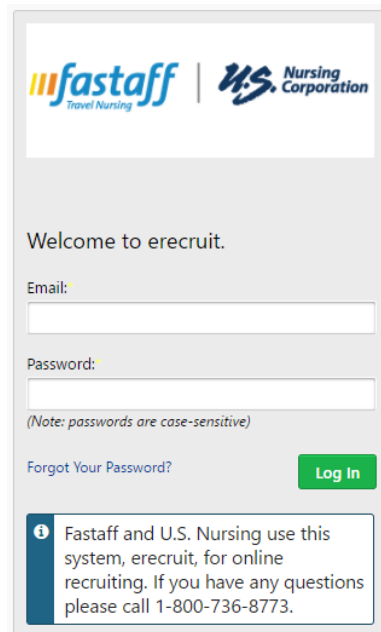
## REQUIRED: All Users Must Reset Password



All users will need to reset their password before accessing the new portal for the first time. You won't be asked to do this again.

1. Navigate [here](#) to reset your password.
2. Enter your email address.
3. Click '**Reset Password**'.
4. An email will be sent to that email address from fastaffsg@fastaff.com.
5. View the email and click on the provided link.
6. Enter your email and a new password that is at least 8 characters long.
7. You should now be logged into the new [Nurse Portal](#). If not, please call us at 800-736-8733 for support.

## Login to the Nurse Portal



Once you have initially reset your password you can login.

Enter your email address and new password to [login](#).

When you log in, this is the first thing you will see:

Dashboard

Nancy Doe ▼

---

Dashboard

**Attachments**

Attachments for **Nancy Doe** [Add New Attachment](#)

TYPE	ATTACHMENT
Paystub	00000255232_10290964.pdf <span style="float: right; font-size: 0.8em;">Pay Period End Date: 5/6/2017</span>

[Refresh](#)

**Current Placements**

TITLE	POSITION TYPE	COMPANY	START DATE	END DATE	PAY RATE
OR VARIABLE DAY/PM	Travel Contract	Saint Doe's Hospital	11/14/2016	8/19/2017	\$65.00

**Other Links**

Company Documents

Select... ▼

**Onboarding**

Click here to complete all outstanding onboarding information.

**Contact Information**

For general info, contact

**Rosa Garcia** Senior Recruiter

[✉ Rosa.Garcia@fastaff.com](mailto:Rosa.Garcia@fastaff.com)

**Contact Info**

**Fastaff/U.S. Nursing Contact Information**  
**For Payroll questions, please contact:**  
 Email: payroll@fastaff.com  
 Call: 800-736-8773 ext. 2037

**For Housing & Travel questions, please contact:**  
 Email: housingandtravel@fastaff.com  
 Call: 800-736-8773 ext. 2035

**For Benefits questions, please contact:**  
 Email: benefits@fastaff.com  
 Call: 720-593-7571 or 720-593-7524

[Click here for Links to Benefit info](#)

**For Worker's Compensation questions, please contact:**  
 Gallagher-Bassett at 888-876-7764

**Calendar**

My Scheduled Items ▼

June 2017

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	

**My Contact Info**

Type	Value	Note
Mobile Phone	271-555-0100	
Main Email	ndoe@gmail.com	
Emergency Contact Phone	271-555-0161	Jake Jones - Spouse

*Add a new communication method:*

+

[Refresh Dashboard](#)

Current server is FASTP-WEB3

## Wage Statements

Attachments

Attachments for **Nancy Doe** Add New Attachment

TYPE	ATTACHMENT
Paystub	00000255232_10290964.pdf

*Pay Period End Date: 5/6/2017*

Current wage statement information will be available as a PDF link on the [Nurse Portal](#).  
Past wage statements dated before June 17, 2017 will be available at <https://my.nursejob.com>.

## Current Placement Information

Current Placements					
TITLE	POSITION TYPE	COMPANY	START DATE	END DATE	PAY RATE
OR VARIABLE DAY/PM	Travel Contract	Saint Doe's Hospital	11/14/2016	8/19/2017	\$65.00

View information about your upcoming contracts.

## Employee Resources

Other Links

Company Documents

Select ▼

Filter...

- Benefits Information
- FAQs
- Interview Tips
- Printable Candidate Application
- Sales & Marketing

See different available resources such as benefits info, FAQs, etc. by clicking on the down arrow.

## Change your Password


Nancy Doe ▼

Click the down arrow to change your password.

## Contact Information

**Contact Information**

For general info, contact



Rosa Garcia *Senior Recruiter*

[✉ Rosa.Garcia@fastaff.com](mailto:Rosa.Garcia@fastaff.com)

**Contact Info**

**Fastaff/U.S. Nursing Contact Information**  
**For Payroll questions, please contact:**  
**Email:** payroll@fastaff.com  
**Call:** 800-736-8773 ext. 2037

**For Housing & Travel questions, please contact:**  
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**Email:** benefits@fastaff.com  
**Call:** 720-593-7571 or 720-593-7524

[Click here](#) for Links to Benefit info

**For Worker's Compensation questions, please contact:**  
 Gallagher-Bassett at 888-876-7764

Find your recruiter's contact information and photo.

Reach out to other departments directly.

## Your Contact Info

**My Contact Info**

Type	Value	Note
Mobile Phone	271-555-0100	
Main Email	ndoe@gmailf.com	
Emergency Contact Phone	271-555-0161	Jake Jones - Spouse

*Add a new communication method:*

▼

+

By clicking on the pencil of each item, you can update your contact information.

You can also add new methods of contact as well as additional emergency contact info by clicking on the green plus sign.