

What is myWorkforce?

myWorkforce (mWF) is a mobile and web application that allows you to view and make changes to your work schedule. With mWF, you can:

- » View your schedule
- » Request time off
- » Submit unavailability
- » View your time punches
- » Request schedule changes
- » Pick up shifts
- » Send/receive messages
- » Manage your personal information

myWorkforce App

myWorkforce is available as an app for iOS and Android devices. You can download the mWF app from your device’s app store. mWF can also be accessed from the web on any internet-capable device using the following URL: <https://myworkforce.me/>.

Please note that while myWorkforce looks different on each platform, its functionality remains the same. This guide details commands for a mobile device, and uses screenshots from both iOS and Android devices.

Sign In To mWF

To access mWF, your manger must first create your login credentials. These are either emailed to you, or provided during your orientation/hiring process.

You need your *Username*, *Password*, and *Customer* information to log in to myWorkforce. Enter that information in the corresponding fields and select **Sign In**.

Password Recovery

If you need to re-set or recover your password, select *Forgot Password?* at the bottom of the login page. Enter your username and company and select **Submit**. Login details are sent to the email you provided your employer.

Languages

MWF is currently available in English and Spanish. You can choose your preferred language by selecting *English/Spanish* at the bottom of the login page.

