



WORKFORCE PORTAL INSTRUCTIONS

1. Open the email with the subject line, "Your Account with Covelo Group, Inc." and click the link provided to set your password.

Your Account with Covelo Group, Inc.  Inbox x



HealthcareSource <no-reply@notify.contingenttalentmanagement.com> [Unsubscribe](#)

to me ▾

Hi Keithtest,

To create your account and complete your application, [visit this link](#) and choose your password.

Your current username is:

Thank you,
Covelo Group, Inc.

Visit the link below to login to Covelo Group, Inc. Workforce Portal.

[Login to Workforce Portal](#)

 Reply

 Forward

2. Once you have set your password, you'll receive the below email confirmation.

Account changes from Covelo Group, Inc.  Inbox x



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to me ▾

Your account settings for Covelo Group, Inc. have been changed.

Please contact Covelo Group, Inc. if you did not request these changes.

 Reply

 Forward



3. You will begin to receive emails as new documents are assigned to you to complete and sign. To complete the Skills Checklist, Competency, and eDoc, open the emails as shown below and click the link provided to access the task.

Covelo Group, Inc. assigned a Skills Checklist Inbox x



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Dear Keithtest Coffmantest,

The following item(s) have been assigned for completion:
Medical Surgical RN ([View Skills Checklist](#))

(If you lost your credentials, you may click 'Forgot Credentials' from the login page.)

Reply Forward

Covelo Group, Inc. assigned a Competency Test Inbox x



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Dear Keithtest Coffmantest,

The following item(s) have been assigned for completion:
2020 NPS Goals CNA and UAP ([View Competency Test](#))

(If you lost your credentials, you may click 'Forgot Credentials' from the login page.)

Covelo Group, Inc. assigned a eDoc Inbox x



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Dear Keithtest Coffmantest,

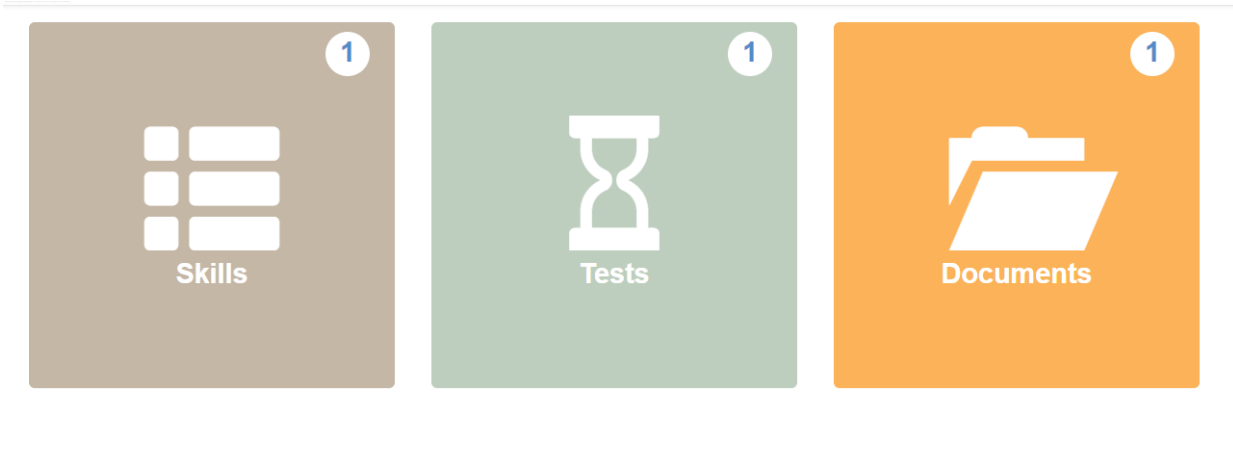
The following item(s) have been assigned for completion:
EnvironmentalTechJobDescp.pdf ([View Documents](#))

(If you lost your credentials, you may click 'Forgot Credentials' from the login page.)

Reply Forward



4. When you click the links provided in the emails to complete these tasks, you will be directed to the below dashboard. You'll see "Skills", "Tests", and "Documents." Each tile has a number in the top right corner, indicating there are tasks to be completed.



Welcome Keithtest Coffmanstest (Environmental Tech - Environmental Tech)
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5. To complete a task, click on the tile and follow the steps provided. Please find an example of how to complete the "Documents" section below.



Home Personal

< Back

Documents

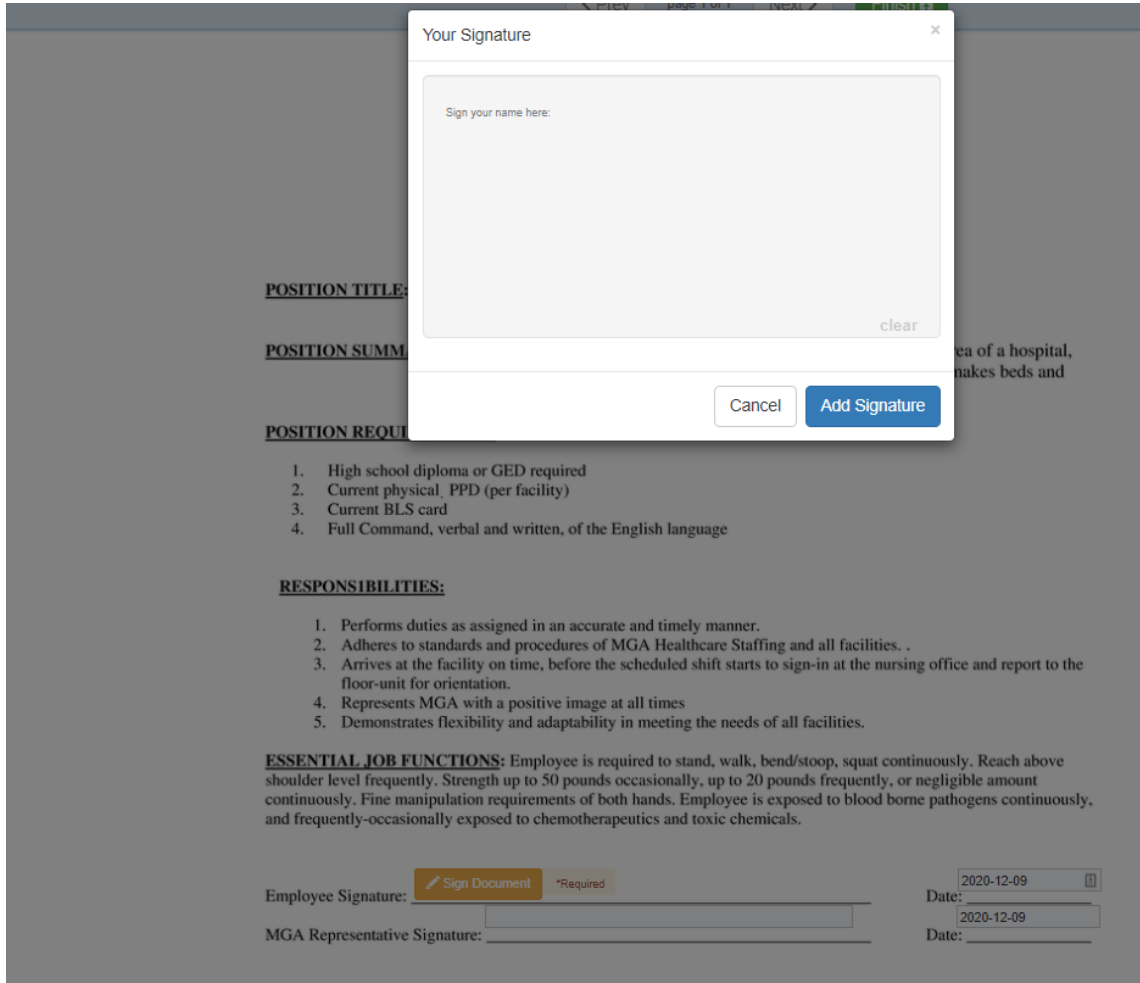
Assigned **1** Completed Library

These documents need to be completed:

[EnvironmentalTechJobDescp.pdf](#)



6. Once you're ready to complete, sign and submit a form, be sure to add your signature in the signature block, then click "Add Signature."



7. Please note, some sections may require you to download reading material prior to beginning the assigned task. If required to download material, click on the "Download Reading Material" button as seen below.

