**Home Visit Movement How-To Guide**

**Navigating to the Home Visit Movement Portal:**



* Please visit <https://www.cookcountysheriff.org/> and select the **Employment** tab highlighted above



* In the **Employment** Section please select the **Employee Information** highlighted above



* Once in the **Employee Information** Section, select **the Medical Movement** section highlighted above



* On this screen please enter your LE login and password to access your medical movement portal
* **This is the same information used to login to your CCSO computer**
* **The LE\ is already present and there is no need to enter this information**

**Navigating the Movement Portal**

Once logged into the portal, please follow these steps to input your medical movement:



* In the above screen:
	+ IF you have multiple call-ins for multiple days your login screen will look like this. Please SELECT the appropriate day you would like enter movement for



* Once the appropriate date has been selected, you will be directed to the above screen
* Please review and confirm if your home address and phone number are correct.
	+ If they are correct, please select YES in the highlighted section
* If the information is incorrect, please select NO in the highlighted section
	+ If NO, a new section will appear for you to enter your updated address and phone number
		- **THIS IS A ONE TIME CHANGE AND WILL NOT UPDATE ORACLE EBS. AFTER THIS MOVEMENT ENTRY IS COMPLETE, PLEASE ACCESS ORACLE EBS TO UPDATE YOUR INFORMATION.**

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* After your address and phone number have been confirmed, please scroll down to the **AVAILABILITY** section
	+ If you will be home all day, select YES in the highlighted section
	+ If you will not be home all day, select NO in the highlighted section
		- If NO is selected, **please select the ADD ALTERNATIVE LOCATION button for** a new section **to** appear and prompt you to input your alternative address(es)
		- Select ADD ALTERNATIVE LOCATION
			* Multiple addresses can be entered in this section to cover multiple movement during your shift



* In this section, please enter the following information for each movement:
	+ Timeframe, location name, address, city, state and zip code for your alternative location
		- If you will be at a specific location for the duration of your shift please select Entire Shift
* ONCE A MOVEMENT HAS BEEN SAVED, IT CANNOT BE EDITED OR DELETED. TO CORRECT A MISTAKE, PLEASE CREATE A NEW ENTRY WITH THE CORRECT INFORMATION.
* If you have any additional notes, you can enter those in the following section:



* + Once you have reviewed the information and confirmed everything is correct, please select SAVE RESPONSE to save your movement and send to the home check team automatically
* Once the record has been saved, the following screen will appear:



* To access your information again, please use the SEARCH function to search your JDE
	+ This will redirect you to your Medical Movement record(s) to input more movement