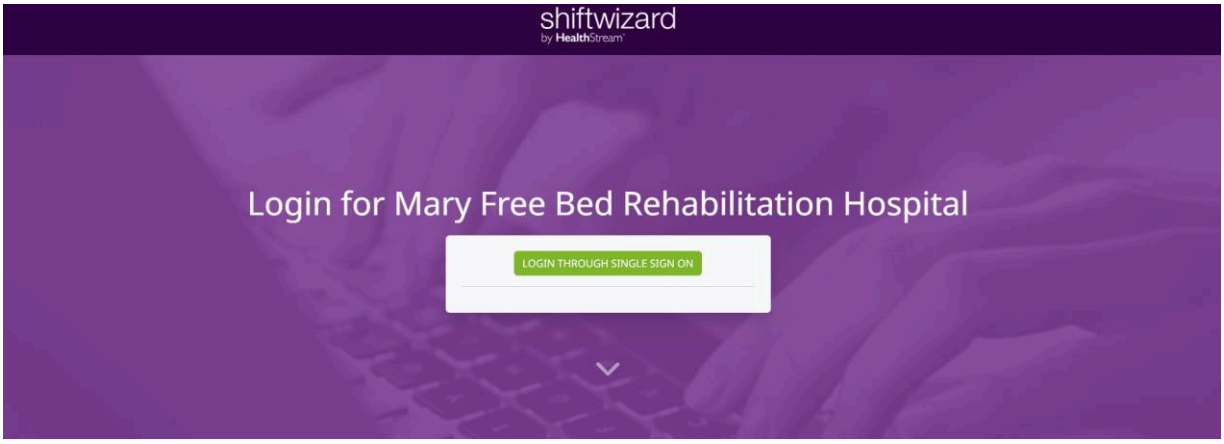
ShiftWizard Log In Instructions

Desktop Application

(Initial log in MUST be completed in the desktop application before the mobile application can be accessed)

1. Open your web browser (Either Google Chrome or Microsoft Edge)
2. Enter this URL into the web browser: **maryfreebed.shiftwizard.com**
    a. You will be taken to a purple ShiftWizard landing page with “Mary Free Bed Rehabilitation Hospital” in white letters
3. Click on the green “SINGLE SIGN ON” button
4. Enter your Mary Free Bed email address when prompted
5. Enter the password to your computer when prompted



Mobile Application

1. Download ShiftWizard from your cell phone’s application store
    a. The application icon will be purple with the letters “SW” inside of brackets
2. When prompted to log in, select the “Single Sign On” button
    a. Do not enter anything into the email or password fields above the green “Sign In” button, you must use the single sign on process

3. When prompted for a company number enter maryfreebed and hit the green “Sign In” button

4. Enter your Mary Free Bed email address when prompted

5. Enter your computer password when prompted