

How to Log In & Use Your Employee Portal

Help Me Live / Help Me Rise — one general guide for every employee. Not a student portal. No games. No Classroom.

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1. Open the door

On your phone or computer, go to **<https://rize44.app/portals/employee-portal.html>** (HMR door: hmr-employee-portal.html · HML door: hml-employee-portal.html).

2. Sign in

Email = **your own personal email** (Gmail, Yahoo, iCloud, or other — not a @helpmecareedu.net student account). Password = **Alumni1** unless you were given a different staff password. You do not need a company Google Workspace login.

3. Hours

The home screen shows hours owed and hours posted. View what is on the sheet. Post hours only from the hours / time-slip tools. Payroll export stays held until Commander releases it.

4. Electronic time slip

Open **Time Slips**. Start a slip for the visit type on your card (home care, HML EVV, or facility). Clock GPS uses this device: when you clock in, the phone asks “Allow location?” — tap Allow. That is your lat/long. No .net account and no Google Admin step.

5. Facility location + instructions

Office: 33 Sexton St Suite 3, Struthers OH 44471 · 844-444-7493 Ext 2. Your assigned building, parking, badge, and unit notes come from your shift card. If the card is blank, ask the office — do not guess an address.

6. Shift-trade

On Employee ops, enter your shift start and who you want to trade with. That request is captured and held. It does not text or email anyone by itself.

7. Call-off (4+ hours advance)

On Employee ops, enter the shift start, facility if you know it, and a short reason. The portal blocks call-offs inside 4 hours. Capture is held for the office. This is not a text to a DON.

What this portal is not

Not the student school portal. Not Google Classroom. Not games. Students keep firstname@helpmecareedu.net until they finish; employees stay on their personal email. The two doors are never flipped into each other.

If login fails

Confirm you are on the employee URL (not student-portal.html), using your personal email, and the password above. Then call the office. Do not create a new email.