Go to the Google Play Store or Apple App Store and download "Celayix Team Xpress."

Click on the link below. A link will also be posted in the Employee Access portion of the CCRI Website. (The same place you can find the link to CCRI Connect, Office 365, College of Direct Support, etc.).

https://team-xpress.celayix.com/

English

Team Xpress

Client ID

Username

Password

Log In

☑ Stay logged in   Forgot your password?

Date/Time: 1705091116 Build: 988b564

load: 514ms

Client ID = ccri

Username = last name + Employee ID i.e. **johnson1234**
If you have previously worked in SLS before joining Options, your number may have additional numbers. Inquire with a scheduler or RC to get the correct username if this applies to you.
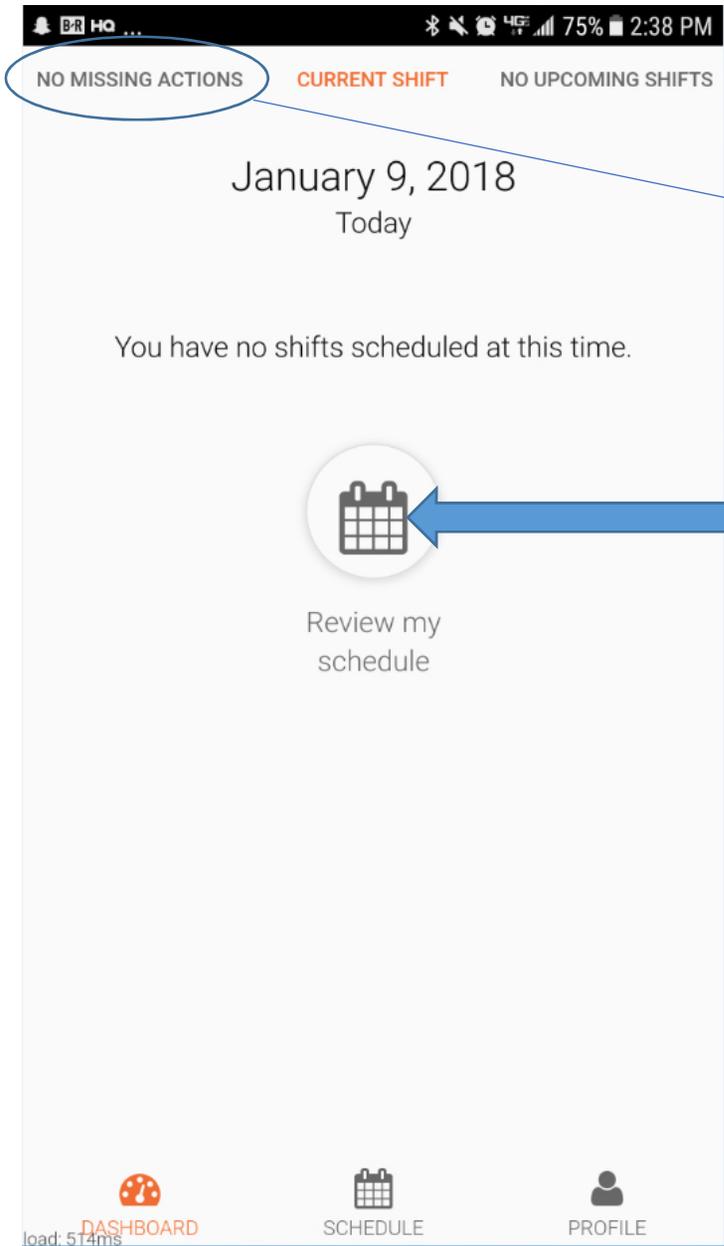
Default password = **creative1234** You should go in and change your password by going in "Profile" and selecting "Update password." If you forget your password, you will need to contact scheduling or an RC to have it reset. The "Forgot your password?" will not work.
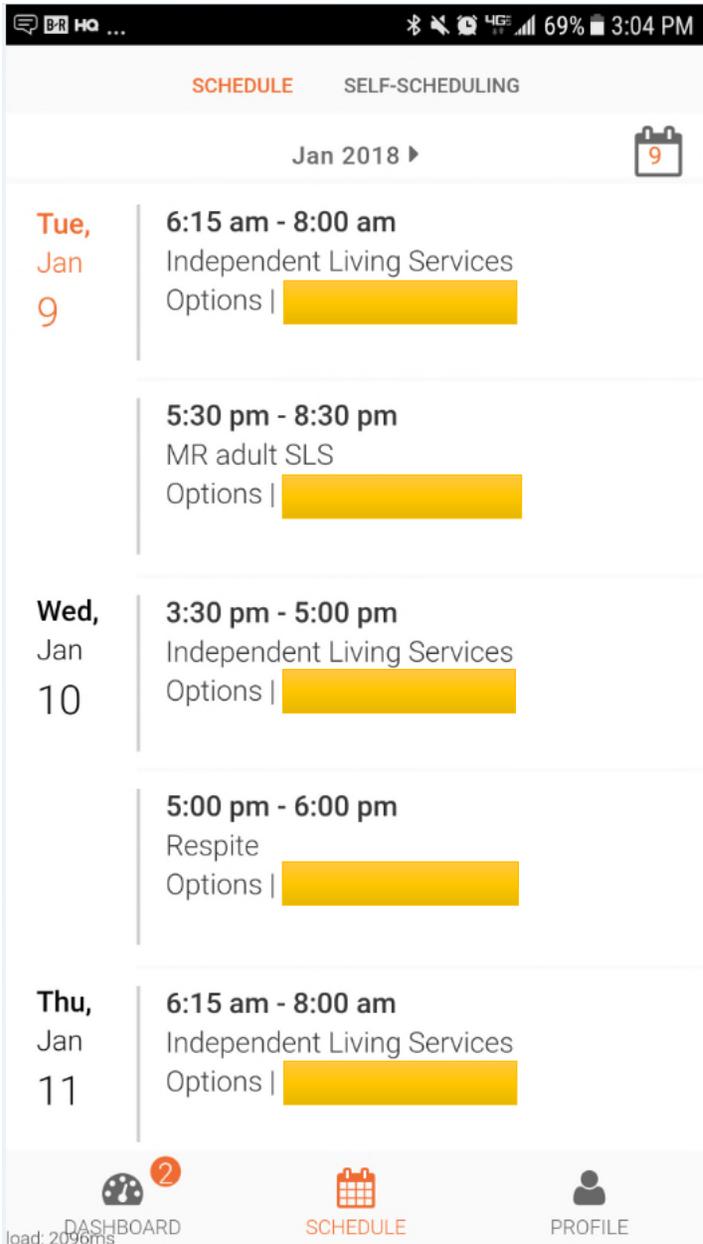
NO MISSING ACTIONS   CURRENT SHIFT   NO UPCOMING SHIFTS

January 9, 2018
Today

If this shows any missing action's you may ignore. We are not currently using this feature but may do so in the future.
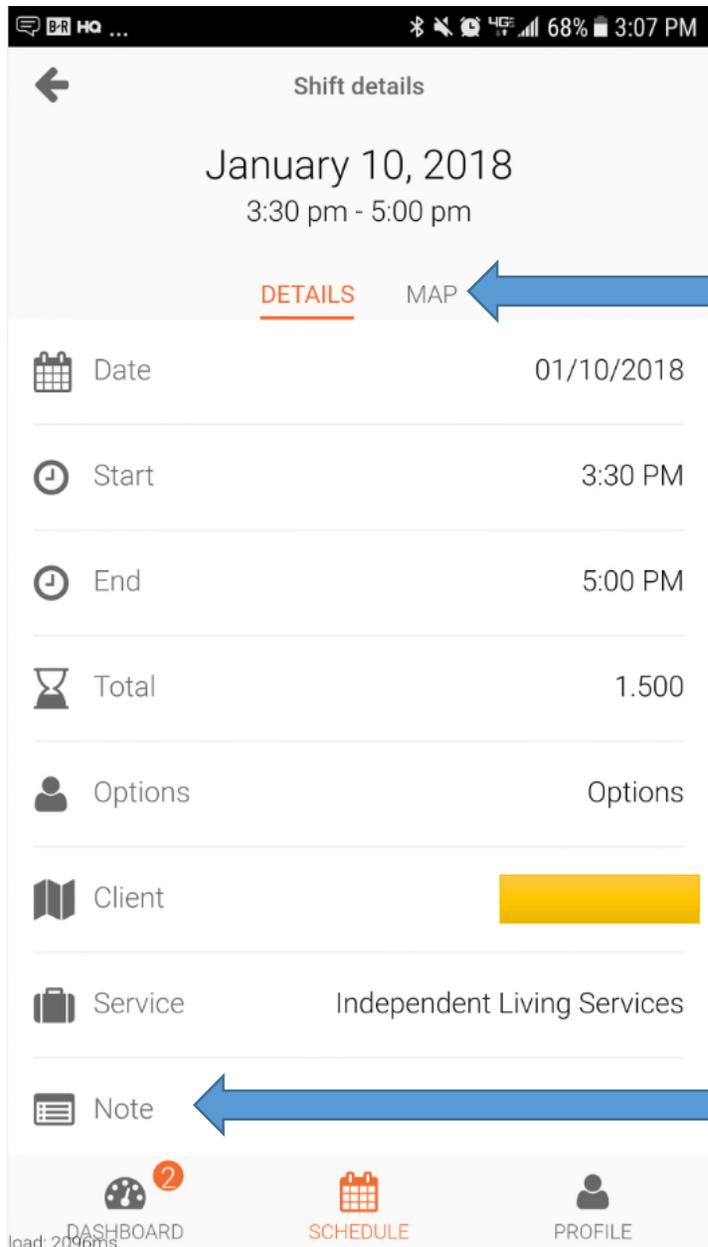
You have no shifts scheduled at this time.

Click/tap on "Review my schedule" to pull up your shifts on future dates. This view is for the current day only.

Review my schedule

load: 514ms

DASHBOARD   SCHEDULE   PROFILE

SCHEDULE   SELF-SCHEDULING

Jan 2018 ▶   🗓9

Tue,
Jan
9

6:15 am - 8:00 am
Independent Living Services
Options |

5:30 pm - 8:30 pm
MR adult SLS
Options |

Wed,
Jan
10

3:30 pm - 5:00 pm
Independent Living Services
Options |

5:00 pm - 6:00 pm
Respite
Options |

Thu,
Jan
11

6:15 am - 8:00 am
Independent Living Services
Options |

DASHBOARD   SCHEDULE   PROFILE
load: 2096ms

The schedule view shows all upcoming shifts.

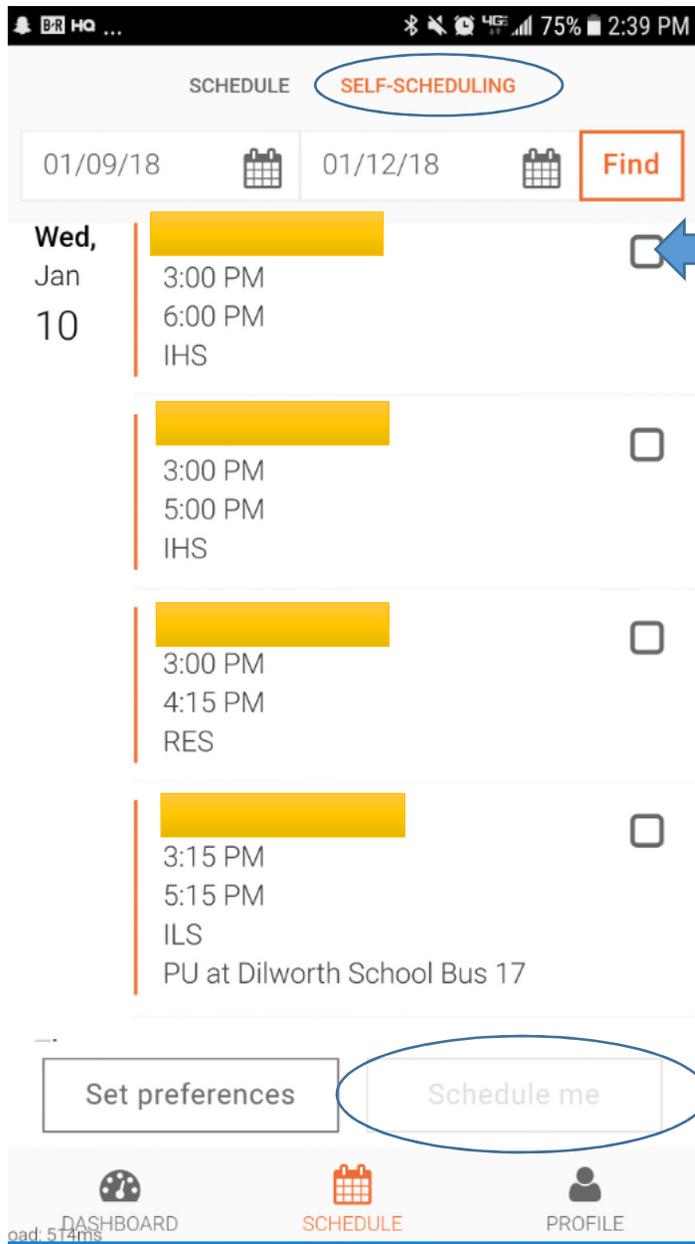Tapping or clicking on a shift will bring up details about the shift.

You can scroll through these to see future dates up through the end of the current month (the next month will be available once scheduling notifies you that they are ready).

Shift details

January 10, 2018
3:30 pm - 5:00 pm

DETAILS   MAP

📅	Date	01/10/2018
🕐	Start	3:30 PM
🕐	End	5:00 PM
⏳	Total	1.500
👤	Options	Options
🗺	Client	
💼	Service	Independent Living Services
▤	Note	

DASHBOARD   SCHEDULE   PROFILE

load: 2096ms

Selecting "MAP" will bring up a map with the address for the person. The address is correct but we are not certain that all maps are correct as we have been unable to check each one. You may want to double check if it does not seem correct.

The phone number does not currently show. The company who developed the app is working to get this included at some point in the near future. For now, you will need to continue to rely your CCRI Connect schedules for this information. We will notify all staff when we are able to get the phone # to display.

Any special notes such as location to pick up the person, special activity or if training other staff will be noted in this field.

01/09/18   📅   01/12/18   📅   **Find**

Wed,
Jan
10

3:00 PM
6:00 PM
IHS   ☐

3:00 PM
5:00 PM
IHS   ☐

3:00 PM
4:15 PM
RES   ☐

3:15 PM
5:15 PM
ILS
PU at Dilworth School Bus 17   ☐

Set preferences   Schedule me

DASHBOARD   SCHEDULE   PROFILE

oad: 514ms

Self-Scheduling allows you to pick up a shift and have it automatically placed on your schedule. You will be able to see all open shifts, regardless of whether you are trained with the person.

You should only pick up shifts for people you are trained to work with. **Shifts within 24 hours** (not including weekends or other days the office is closed) should **not be picked up** without first checking with a scheduler as we need to ensure the client is still available during this time. Anything beyond 24 hours (again not including office closures) is fair game and we would LOVE for you to pick up shifts that you are available and trained for!

Clients that require minimal training (no peer training shifts) will be identified by being ALL CAPS. If you would like to work a shift with one of these clients, you should contact scheduling to see if there is time to set up the office training.

The "Set preferences" button allows you to select openings on based on different parameters. Please do not use this as it may not work properly and will not allow you to see all possible openings.

Selecting a box will highlight the "Schedule me" button at the bottom. Clicking this button will add you to the shift.

If you use your smartphone to access your work email and/or schedule you must have some sort of security on your phone (i.e. PIN, password, pattern, fingerprint, etc.). The ensures that a person would not be able to access your email and schedule if your device is lost or stolen.