
Atlas MedStaff Portal (AMP)

Document, credential platform walkthrough guide

Getting started

The Atlas MedStaff Portal (AMP) is a safe and secure platform that gives you — our travelers — direct access to manage your important career documents.

You will use this portal to upload earned certificates, health documentation, licenses, and even complete paperwork and skills checklists required for your Atlas assignments.

Before each assignment, you will receive a system-generated email from “Atlas MedStaff via Able”. This email will explain what the Atlas MedStaff Portal is, how to activate your account, and who to reach out to for questions. Click the link in that email to activate your account.

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The welcome email will look similar to this, depending on your email client:

ATLAS MEDSTAFF

Welcome

Hi, Atlas Traveler,

Welcome to your staff portal for Atlas MedStaff®.
We're excited you're here!

Click this link to activate your account. [\[Clicky\]](#)

We believe in partnering with our travelers. That's why we give you direct access and transparency into your paperwork right here.

This portal gives you personal control of your important career documents. You can upload earned certificates, health documentation, licenses, and even complete required paperwork and skills checklists.

If you do not currently have a recruiter:
Our team is happy to help you with your travel healthcare questions! You can reach out to any of our incredible recruiters on the Atlas website. [Find someone you connect with on our team page.](#)


If you are already working with an Atlas recruiter:
Remember, your Atlas recruiter is always your first point of contact. They are your partner, your champion, your go-to person. Whatever your question, they will work with you and be your guide.

For compliance-related questions, reach out to your assigned Atlas compliance rep for your upcoming contract, and your recruiter will help you as you work through the onboarding process.

We're excited to help you find your next adventure.

Sincerely,
— Team Atlas MedStaff

Remember your username: [EachUserNameWillBeUnique]

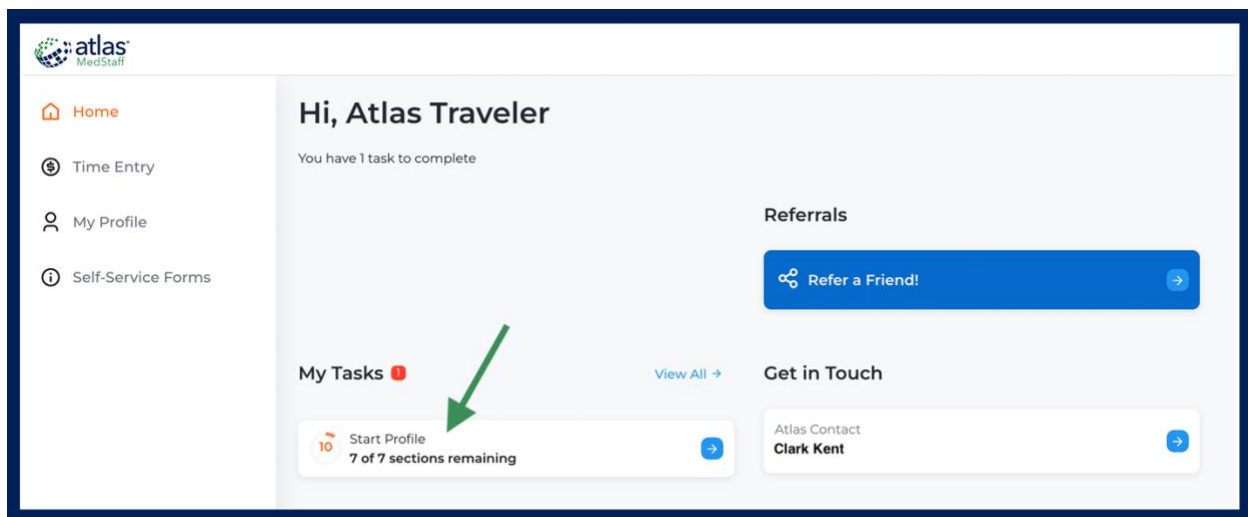


NEXT: You will be required to create a new password.

How to start your profile

Once your password is created, it will bring you to the main portal page. Here, you will see a list of tasks and items required for your assignment.

The first task you will need to complete is "Start Profile".
To begin this task, click on it.



Building your profile

Next, you will complete the main sections of your AMP profile. This includes:

- **Basic Information:** Name, email, phone number, resume, address
- **Job Preferences:** What kind of jobs are you looking for? (ER, L&D, Therapy, etc.)
- **Education History:** Most recent and/or highest level of education
- **Work Experience:** Clinical experience only. Include seven (7) years of clinical work history, or until graduation date.
- **Skills Checklist:** Rate yourself on the different aspects of your job
- **Additional Information:** Does your mailing address differ from your permanent address? Do you have any aliases?

Notes for current Atlas travelers

If you are a current Atlas traveler, some of this information may be prefilled for you.

Double check to make sure the information is accurate. Fill out any missing information. If you already have a skills checklist completed with Atlas, skip this step. **If you are a current Atlas traveler, DO NOT upload a resume on the Basic Information page.**

Notes for new Atlas travelers

If you are a new traveler with Atlas, upload your resume on the Basic Information page. Most of the information provided on your resume should prefill to other fields on your profile. Fill out any missing information.

Once your profile is complete, you will be taken back to the "Home" tab.

Current traveler documentation

If you are a current traveler with Atlas, sit tight! We should have most of your documentation from previous assignments with Atlas. *Your compliance specialist will be in touch soon and get any new information and documentation for your upcoming assignment.*

You may also go through the following steps.

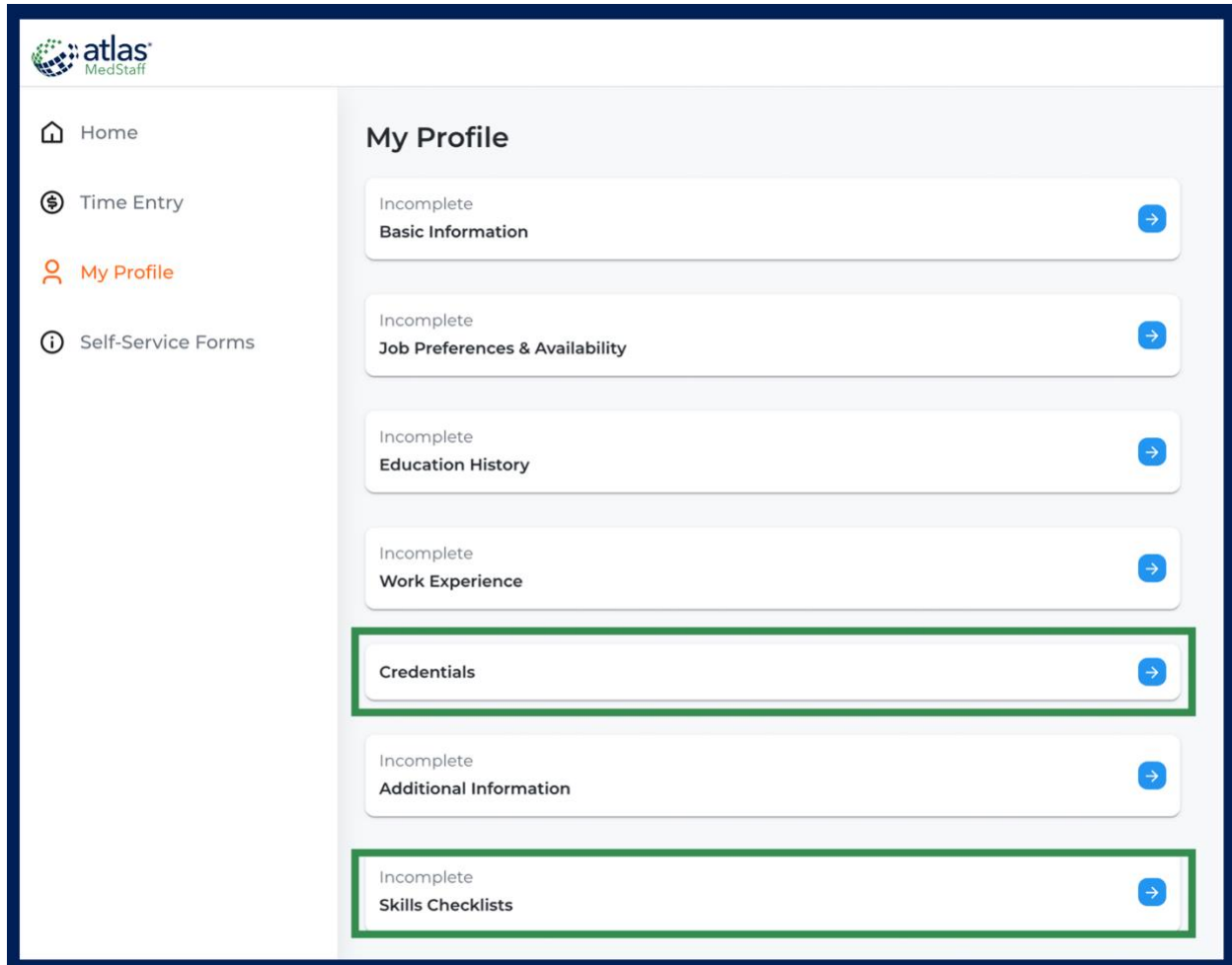
New traveler documentation

If you are a new traveler with Atlas, there are a few tasks you can complete.

- 📁 On the left-hand navigation, you will see the "My Profile" tab. Click it.
- 📁 Under "My Profile", click on the "Credentials" tab.
 - This is where you can upload certifications, health documents, licenses, and personal documents (DL, SSC, etc.).
- 📁 Under "My Profile" you can also click on the "Skills Checklist" tab and complete any additional skills checklists you might need for upcoming assignments.

Updating credentials and completing skills checklists

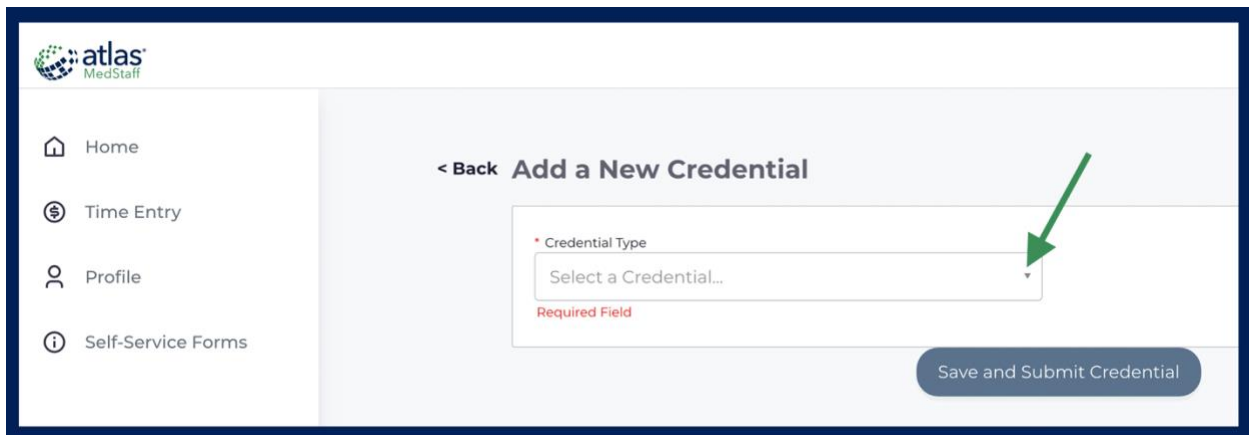
Under the “My Profile” tab, you will have options to add documents under the “Credentials” tab, and to take any necessary “Skills Checklists”.



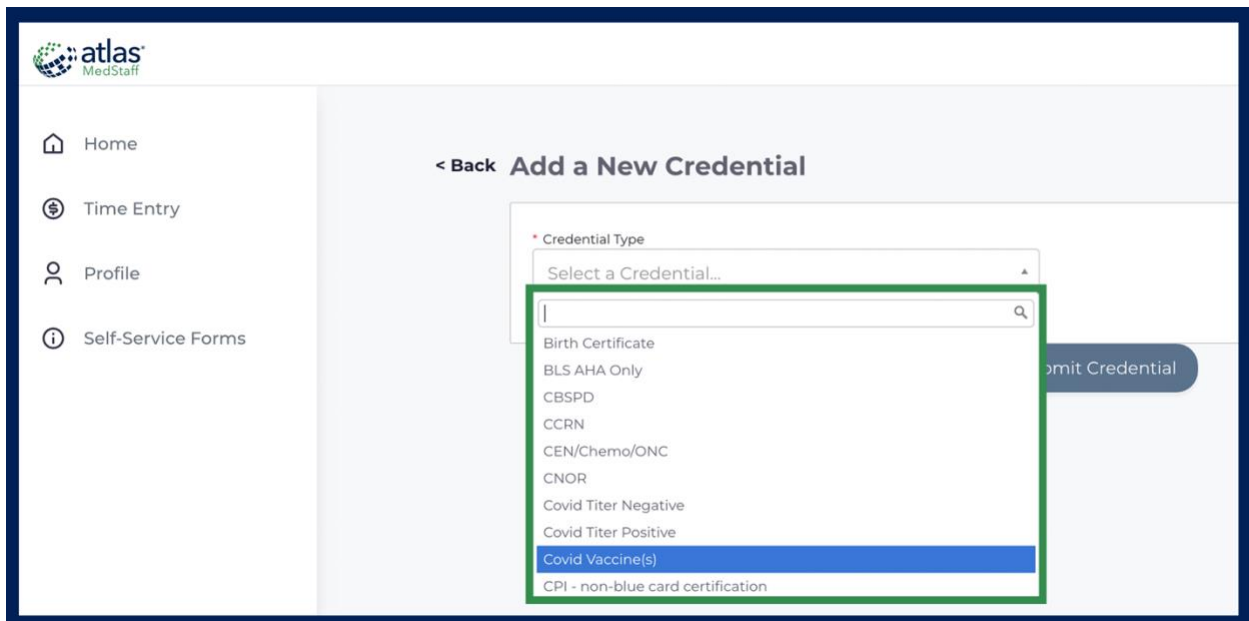
Click either of the corresponding tabs to go to those sections.

Adding a new credential

After clicking on the “Credentials” tab, adding a new credential is easy. Click on the dropdown arrow here.



Select the credential or document type you are going to upload to your profile.



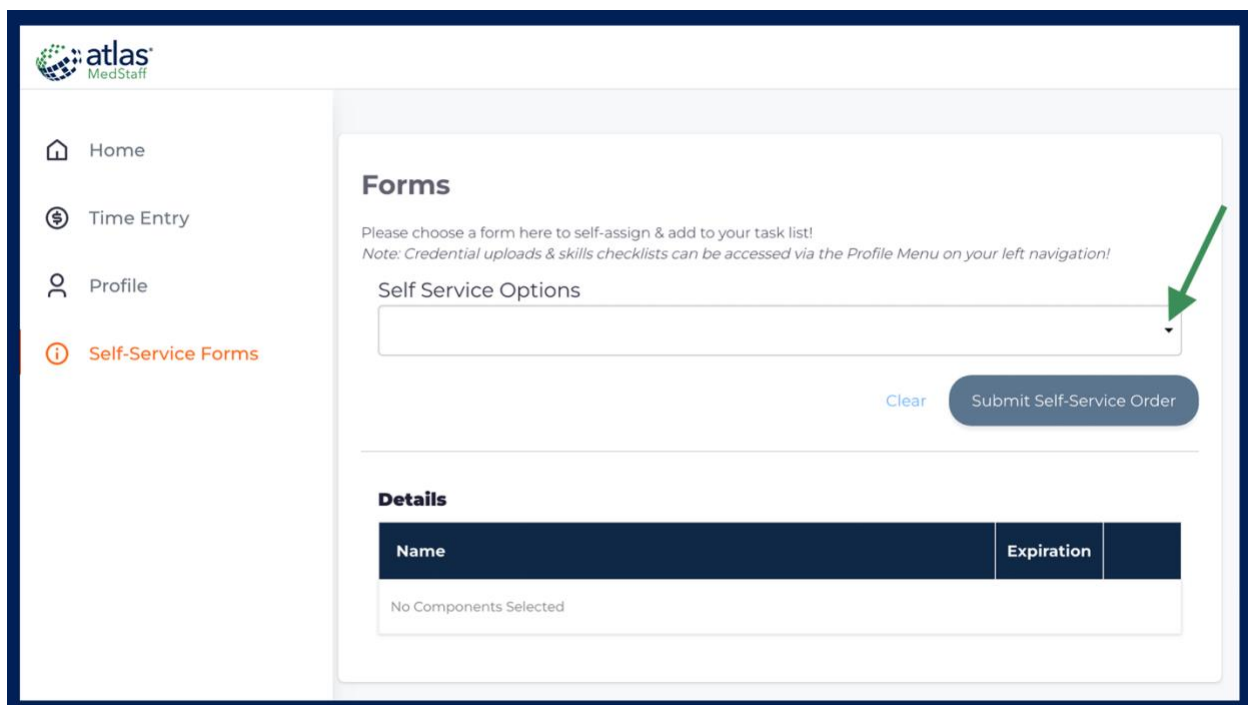
Add the file. Click “Save and Submit Credential”, and your document will be added to your Atlas MedStaff Portal profile.

Completing required forms and paperwork

In the left-hand navigation, you will see the “Self-Service Forms” tab. Go here to complete forms such as:

- Atlas Background Consent
- Name/Address Change
- State W4s
- Direct Deposit
- Perm Tax

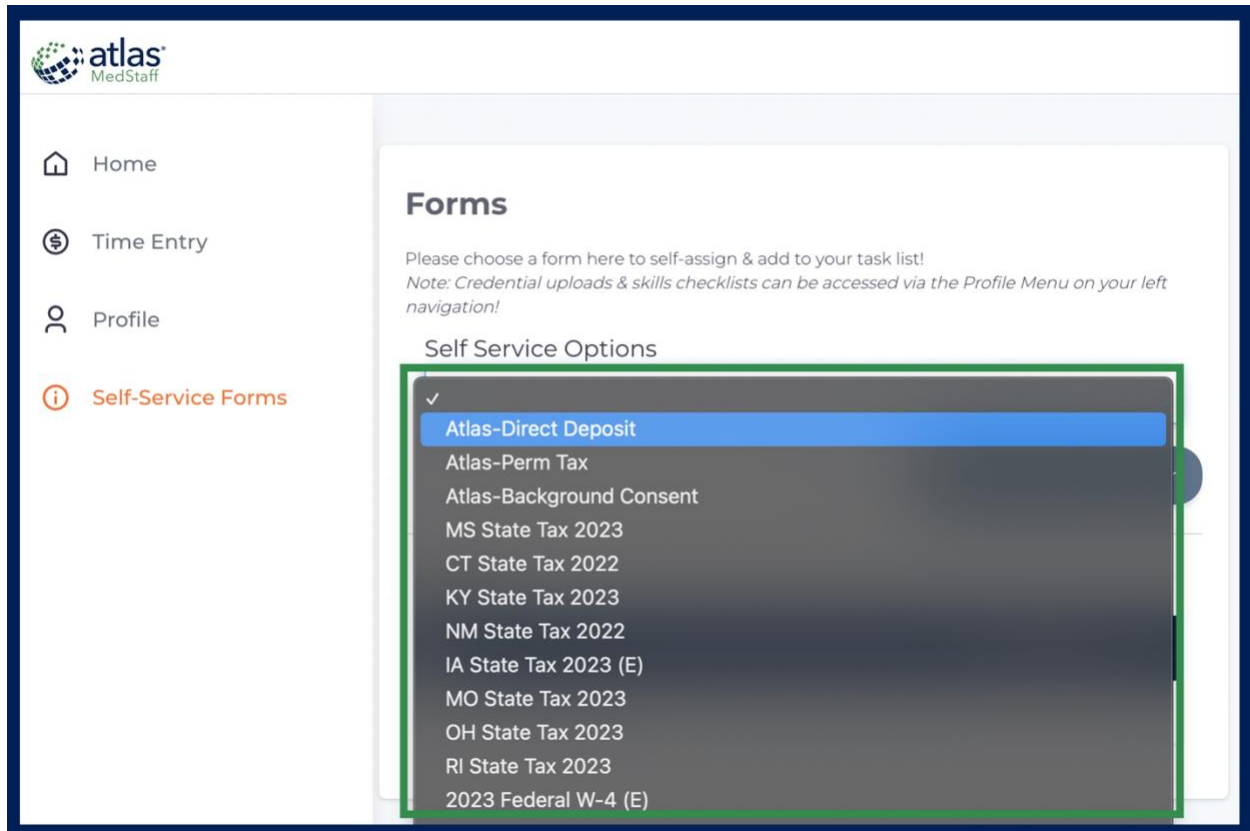
To add a form, click on the “Self-Service Forms” tab. In the new screen, click on the dropdown menu under “Self Service Options”.



The screenshot shows the Atlas MedStaff user interface. On the left is a navigation menu with options: Home, Time Entry, Profile, and Self-Service Forms (highlighted in orange). The main content area is titled "Forms" and includes the following elements:

- A heading "Forms" with a sub-heading "Self Service Options" and a dropdown menu. A green arrow points to the dropdown arrow.
- A "Clear" link and a "Submit Self-Service Order" button.
- A "Details" section containing a table with columns "Name" and "Expiration".
- A message "No Components Selected" below the table.

The dropdown includes a long list of corresponding forms you can select from to complete.



Whenever you complete a form, or upload a document, it will be added to your profile. Your recruiter and your compliance specialist will see these documents, and they will be saved for any upcoming assignments.

On future contracts or extensions, this information will remain in your profile as long as you are with Atlas.

Communication and completing assigned tasks

After you are placed on an assignment, you will receive tasks that must be completed in your profile. These tasks will be in the “My Tasks” section on the “Home” tab.

New tasks could include items needed by Atlas, paperwork for the hospital, or documents our partners require. Remember, different facilities will have different requirements. It’s important to check your tasks for each assignment.

Click on a task to begin it, and follow the steps provided.

Your session will be saved as tasks are completed. You may leave and come back later to pick up where you left off.

Communication is very important throughout this process. You must complete every assigned task.

Be sure to upload the corresponding item to the corresponding task.

You will receive updates from your compliance specialist and your recruiter for items that need to be completed. If there are outstanding items (maybe you’re running a little late on something), they will reach out with a friendly nudge.

Wrap up

All required tasks and paperwork must be finished before you may begin your contract. Facilities appreciate having these items completed as soon as possible, *and* it helps our compliance team and your recruiter, as well.

Congratulations on your new contract and your upcoming adventure!

We’re excited you’re here, and happy to have you as part of the Atlas Community.