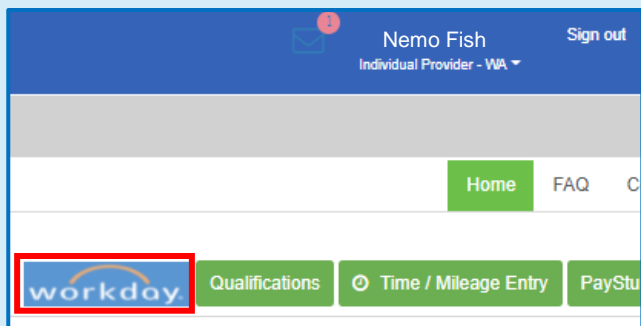


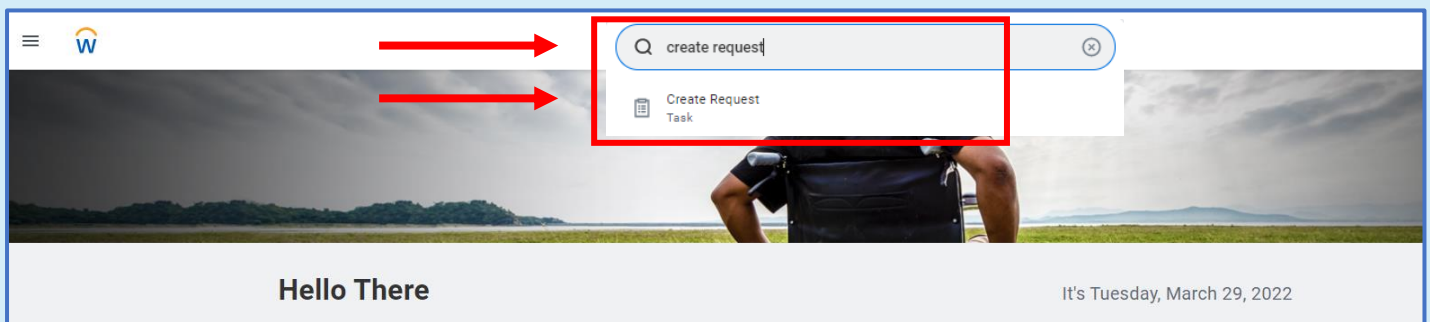
# HOW TO Request PPE

In Workday

Individual Providers can request Personal Protective Equipment (PPE) for use when providing care.



1. Login to **CDWA's DirectMyCare** [web portal](#).
2. From your My Dashboard click the Workday button to go to your Workday homepage.  
*\*If you reach a log in page, enter the same username and password as used to log into the DirectMyCare web portal.*



3. From the Workday homepage, locate the Search bar and type "create request."
4. Select the **Create Request** task.

**CONTINUED ON NEXT PAGE**

**Create Request**

Request Type \* X PPE Request ...

**OK** Cancel

- In the Create Request pop up, use the dropdown menu to select "All" then select "PPE Request."
- Click **OK**.

- Read the instructions carefully and complete all required fields below indicated by a red asterisk (\*).

**PPE Request**

Individual Providers can request Personal Protective Equipment (PPE) for use when providing care. Important:

- PPE must be used while providing care to the Client indicated below.
- A request must be made for each Client you provide care to.
- One (1) kit per Client can be requested each month.
- The COVID PPE kit contains an N-95 mask. This kit requires a medical evaluation and test fit to be used effectively.

To complete the request:


- Provide the information requested in each section below.
- If requesting a COVID PPE kit, attach documentation of a previous medical evaluation and test fit. If you do not have one, click [HERE](#) to be scheduled at a location near you.
- Click the orange **Submit** button.


Once your request has been approved, you will receive a notification. Please allow 3-5 business days to receive your PPE kit.

- Click the orange Submit button.

**Submit** Save for Later Cancel

Request Process : PPE Request : , Successfully Completed

 cdcn@myworkday.com  
To

 If there are problems with how this message is displayed, click here to view it in a web browser.

Your PPE request has been received and approved. Please allow 3-5 business days to receive your kit.

If you have any questions, please email [InfoSafety@consumerdirectcare.com](mailto:InfoSafety@consumerdirectcare.com).

Business Process: Request Process : PPE Request :

Subject: Request : PPE Request :

[Click Here to view the notification details.](#)



Confirmation of your request will be sent to the email address on file.