



## Magnus Online Guide

Name:

Port Number:

PIN #:

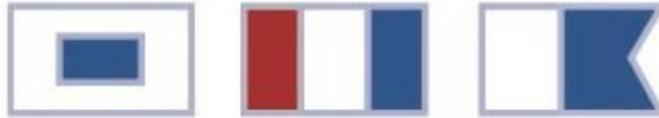
Website: <https://apps.sta-balto.com/MagnusOnline/PortNumber>

Port Wide Call-Out Phone Number: (410) - 276 - 7900

STA Dispatch Center: (410) - 276 - 0552, Ext. 1



If you have the ability to read QR codes from your mobile device, the QR code to the left will take you directly to the sign in screen for Magnus Online.



## Initial Steps to Register for Magnus Online and the Port Wide Call-Out Number:

Magnus

Please Sign In

Port # 5-Digit Port #

PIN 4-Digit PIN

Login

Remember me OFF

Turn ON to skip signing in next time

First, use the link listed on the first page and sign in using your Port Number and your Pin #, which was provided on the first page, in the areas shown on the left.

Magnus

Notification Verify

You must choose text messaging or email so that your callouts are confirmed. You can change this setting later.

Tap "verify" to verify your choice.

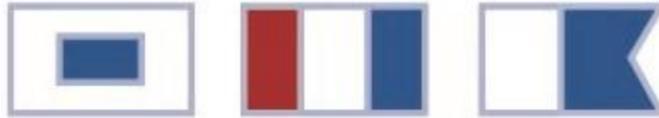
How do you want to receive notifications? Choose your user preference

TEXT EMAIL

Email

Email Address

Next, you will choose a method to have a Verification Code sent to you, to be used in the next screen.

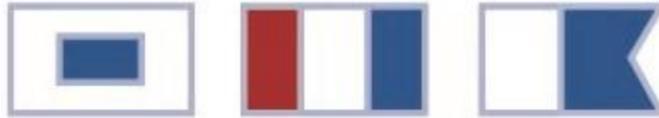


Finally, enter the verification code that was provided to you, and click submit.

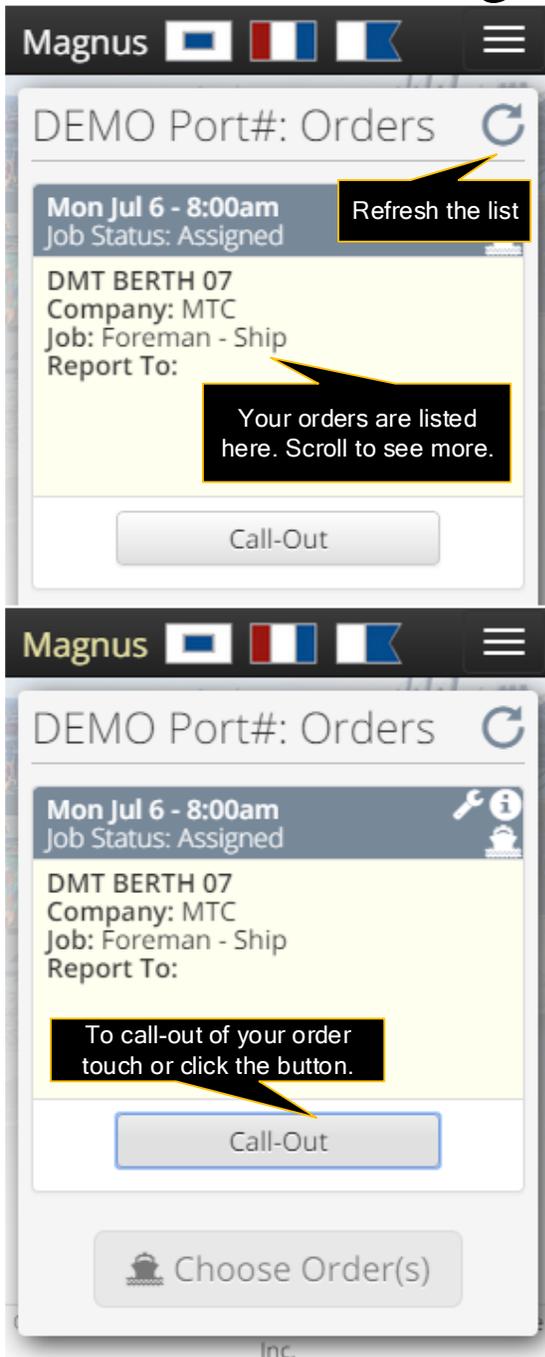
This Contact Method will be how you receive Callout and PTO notifications.

## How Magnus Online Works:

1. **You can sign in using your Port Number and personal identification number (PIN). The PIN is issued by STA.**
2. **If this is your first-time using Magnus Online, you will be prompted to provide your contact information.**
3. **You will automatically see your prior day orders and have the ability to Call Out.**
4. **When you complete a Callout, you will receive a confirmation to the cellphone number or email that you verified.**
5. **Magnus Online can be accessed from either a mobile device or a PC with a modern browser.**

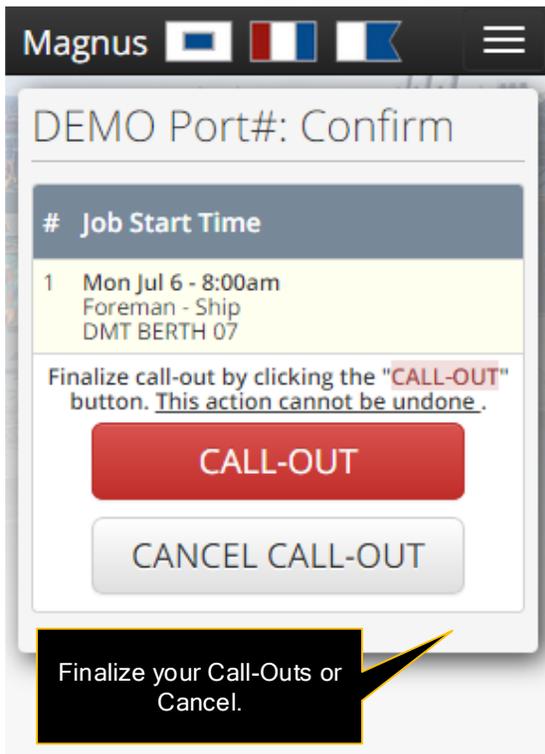
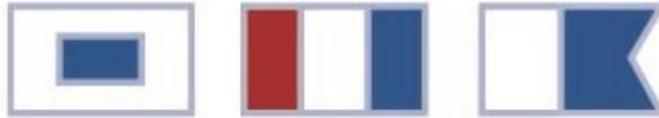


## To Call Out Using Magnus Online:

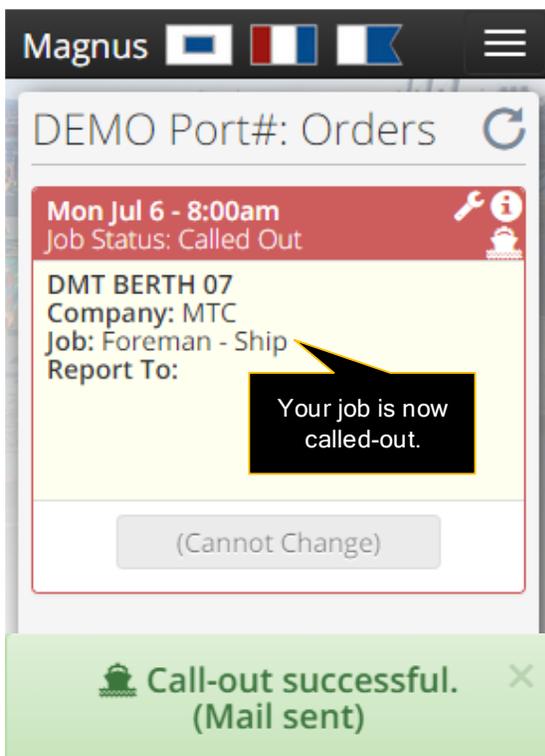


This is a list of the Prior Day Orders that you are currently assigned to.

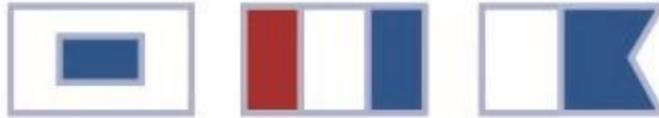
To Call Out of an Order, simply touch or click the “Call-Out” button and select your evening availability if necessary.



After pressing the “Call-Out” button, you will be prompted with a confirmation screen, shown left. This is the final step before the Call-Out is completed.



Finally, after completing the Call-Out process, you will receive a confirmation sent to the contact info that has been verified, and you can view the order as “Called Out”.



## Magnus Online Notifications:

Summary Payroll History STA-1

Profile: ILA Longshoreman

Local 333 ✓  
Local 1429

Help

Sign out

ILA Longshoreman

Port #	Status
Port#	Active

Skill	Seniority
Bulldozer	M-770

Company	Seniority
Domino Sugar Corporation	5

Gang  
(none)

Email Address (not set)	Validated No
Cell phone (410) 276-7900	Validated Yes

Magnus Online Notifications

A valid cell or email is required.

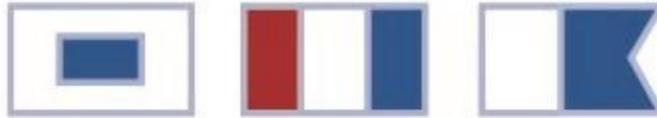
Preferred contact Email:  OFF Cell:  ON

Daily Orders

Daily summary Email:  OFF Cell:  OFF

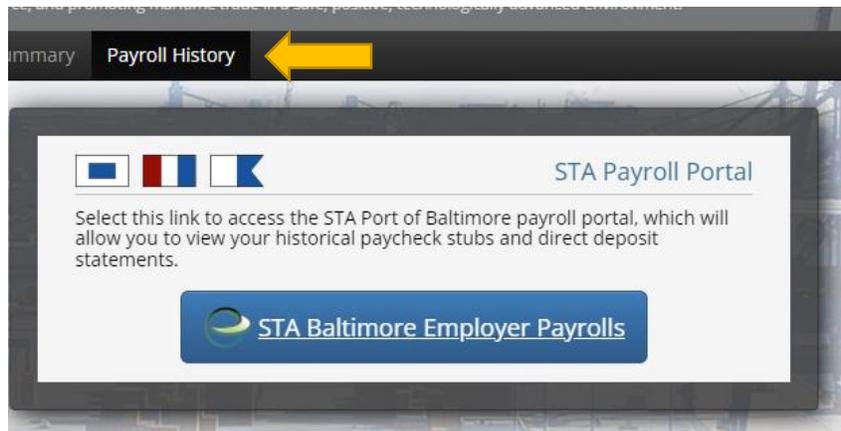
Choose how you would like to be notified

By clicking on your “Profile” in the drop-down menu, you are able to set up how you are notified of your Callouts and Daily Orders. Contacts must be validated to receive communications.



## Payroll History:

<https://STAGlobal.greenemployee.com>



Once you have accessed the website titled “STA of Baltimore Employers”,  
--Select “[Create an account](#)” and an ‘Account Creation’ screen will appear.  
--Type in your personal ‘Email Address’.  
--Type in a ‘Password’ and then ‘Confirm Password’.

**Note:** Please follow the instructions to create a password including using at least one special character.

You will be asked to type in either your social security number or port number.

--Always type in your [Port Number](#).

You will be asked to type in your date of birth in the following format [mm/dd/yyyy](#)

**Note:** If you still receive an error message, Greenshades support suggests keying in your last name instead of a birth date.

The website will then email or text (your choice) a code to verify your identity.

--Type in the code. Your account setup should now be completed.

You will be asked to key in your ‘corporate’ email address,

--[Leave this field blank](#). You do not have a corporate email address.

You will be asked to set some personal preference items.

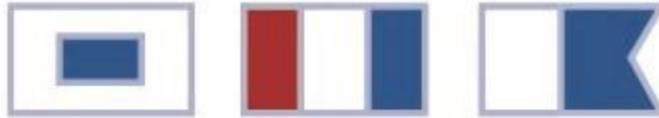
--Choose the option to receive an electronic copy of your W-2. This will allow you to view your W-2s on the website.

In the upper left-hand corner is a drop-down box listing Port of Baltimore employers.

--Select your employer from this list.

An option to view Direct Deposit or Check Stub information should appear in the top, right side of the screen.

--When using a cell phone with a small screen, you may have to scroll your screen to the right.



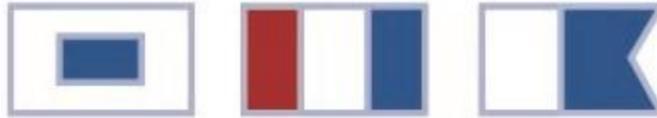
## Personal Time Off Requests (self-PTO):

**“Availability”:** “Schedule (PTO) Box appears. Click on the **Plus (+) Box** to create or schedule a period of time that you will not be available for work orders. Click on the **“Off Date”** and select the date you want to start your scheduled time off. Click on the **“Drop-Down Time Box”** and select the time you want to start your scheduled time off. Repeat this process under **“Next Available”** to schedule your return date and time that you will be available for work orders. Click on the **“Done Box”** to complete the process or click on the **“Cancel Box”** or **“Trash Can Box”** to remove the scheduled time off that you just entered. If you click on the “Done Box” the scheduled time off that you entered will appear showing the date and time that you entered, and show **“Schedule Added”**.

The screenshot shows a form with two main sections: "Off" and "Next Available". Each section has a date picker and a time dropdown menu. The "Off" section shows the date 12/24/2021 and the time 12am. The "Next Available" section shows the date 01/02/2022 and the time 6am. A red trash can icon is located to the right of the "Next Available" date field.

The employee must provide this self-PTO notification or contact the Dispatcher by *One p.m.* (1:00 p.m.) on weekdays for that day’s evening orders and all of the next day’s orders until 3:00 p.m., and before 11:00 a.m. on Saturdays for all periods through 3:00 p.m. Monday.

- After 1 PM Monday, the earliest PTO that can be entered is 6 PM Tuesday
- After 1 PM Tuesday, the earliest PTO that can be entered is 6 PM Wednesday
- After 1 PM Wednesday, the earliest PTO that can be entered is 6 PM Thursday
- After 1 PM Thursday, the earliest PTO that can be entered is 6pm Friday
- After 1 PM Friday, the earliest PTO that can be entered is 6pm Saturday
- After 11 AM Saturday through 1 PM Monday, the earliest PTO that can be entered is 6 PM Monday



## Call-Out Summary:

Magnus Call Out Summary

Magnus Sign In

Username

Password

Enter your Password

Login

Remember me  OFF

Click "Call Out Summary"

Ports America 22

Aug 8/15 - 7:00am 7

SMT BERTH 04

Wolf Jr, Kenneth 184

SMT BERTH 04  
Combo - Ship  
Called Out: 8/14 - 11:07pm  
Job Status: [Replace](#)

SMT PORTS AMERICA LOT

Green, Tyler 107

SMT PORTS AMERICA LOT  
Transtainer - Front Door  
Called Out: 8/15 - 4:58am  
Job Status: [Replace](#)

Hall, Eric 278

SMT PORTS AMERICA LOT  
Combo - Front Door  
Called Out: 8/15 - 5:01am  
Job Status: [Replace](#)

Williams, Emmanuel 287

SMT PORTS AMERICA LOT  
Combo - Front Door  
Called Out: 8/15 - 6:58am  
Job Status: [Replace](#)

Wilson, Robert 78

SMT PORTS AMERICA LOT  
Toploader - Front Door  
Called Out: 8/15 - 5:24am  
Job Status: [Replace](#)

Aug 8/15 - 8:00am 15

DMT BERTH 12

Colbert, Christopher

DMT BERTH 12  
Combo - Ship  
Called Out: 8/15 - 1:13am  
Job Status: [Replace](#)

Hannah, Tyshun 342

DMT BERTH 12  
Combo - Ship  
Called Out: 8/15 - 6:01am  
Job Status: [Replace](#)

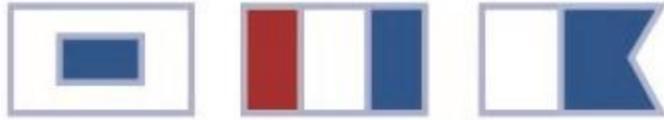
Nickens, Steven 330

DMT BERTH 12  
Combo - Ship  
Called Out: 8/15 - 3:50am  
Job Status: [Replace](#)

Shifflett, Rachael

DMT BERTH 12  
Combo - Ship  
Called Out: 8/15 - 2:54am  
Job Status: [Replace](#)

The Call Out Summary will show all Call-Out records for all individuals that use Magnus Online and the Port-Wide Call Out Number, sorted by Company, Start Time, and Location.



Name:

Date: \_\_\_ / \_\_\_ / \_\_\_

# Magnus Online Guide