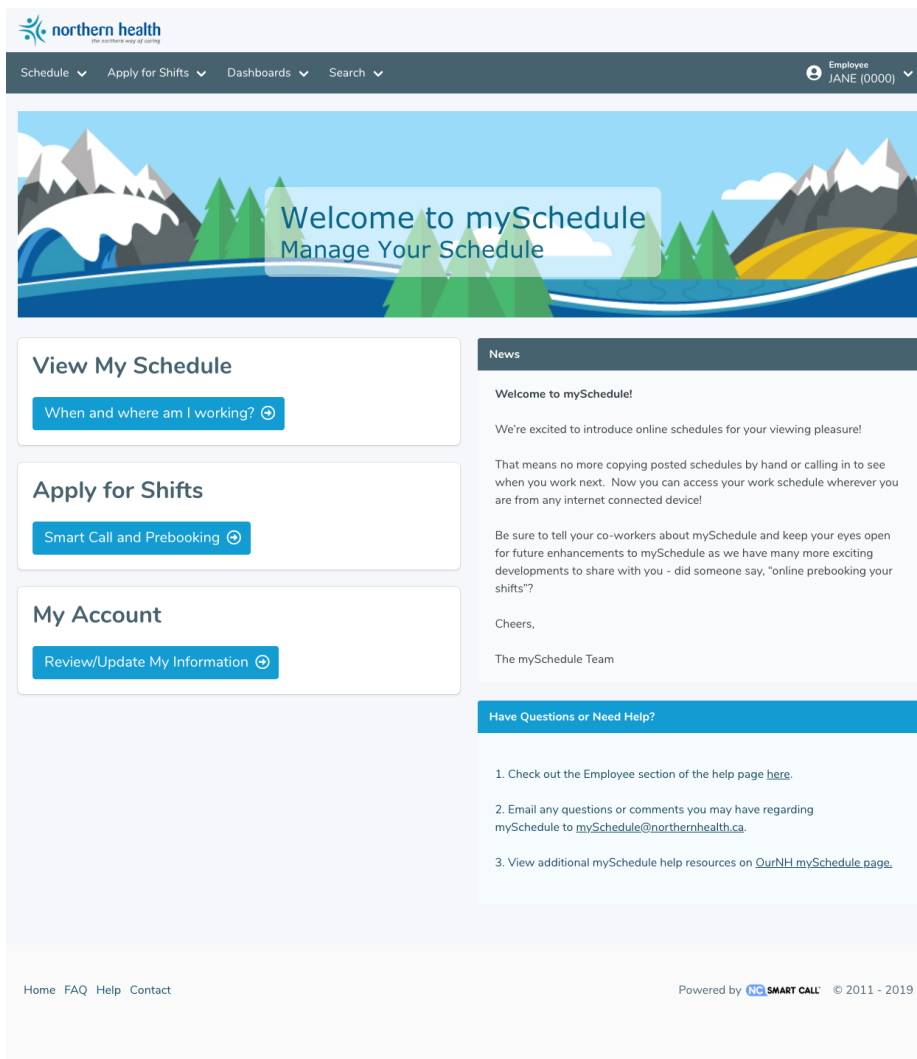

mySchedule User Guide - How to Navigate mySchedule

Introduction

The *mySchedule* Employee homepage has a number of links and resources for you. This document will assist you in navigating the *mySchedule* Employee homepage.

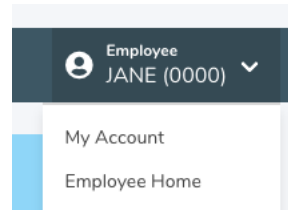
Instructions

1. Login to myschedule.northernhealth.ca with your NH user account and the Employee homepage is displayed:



The screenshot shows the mySchedule Employee homepage. At the top left is the Northern Health logo. A navigation bar contains links for Schedule, Apply for Shifts, Dashboards, and Search. On the right of the navigation bar, the user is identified as Employee JANE (0000). The main content area features a large banner with a scenic landscape and the text "Welcome to mySchedule Manage Your Schedule". Below the banner are three main sections: "View My Schedule" with a button "When and where am I working?", "Apply for Shifts" with a button "Smart Call and Prebooking", and "My Account" with a button "Review/Update My Information". To the right of these sections is a "News" section with a "Welcome to mySchedule!" message, a paragraph about online schedules, a paragraph about future enhancements, and a sign-off from "The mySchedule Team". Below the news section is a "Have Questions or Need Help?" section with three numbered steps: 1. Check out the Employee section of the help page [here](#). 2. Email any questions or comments you may have regarding mySchedule to myschedule@northernhealth.ca. 3. View additional mySchedule help resources on [OurNH mySchedule page](#). At the bottom left are links for Home, FAQ, Help, and Contact. At the bottom right, it says "Powered by NC SMART CALL © 2011 - 2019".

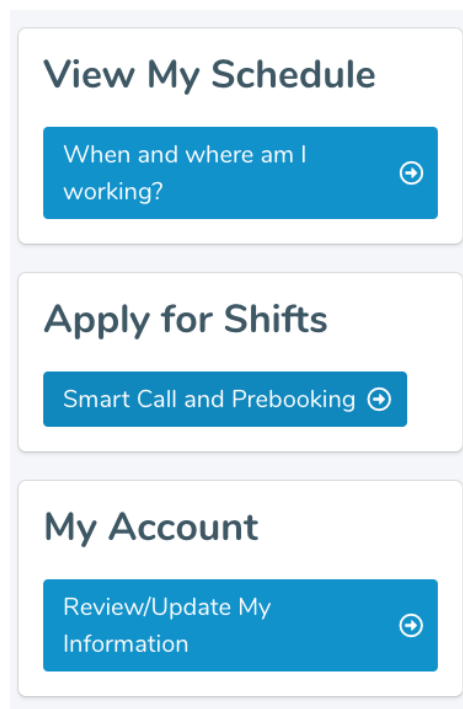
2. You can return to this homepage at any time by clicking any of the following three links:
 - a. Select your employee information from the top-right corner to open the menu, then select **Employee Home** from the drop down menu:



- b. Click anywhere on the Northern Health logo at the top left of the homepage screen:



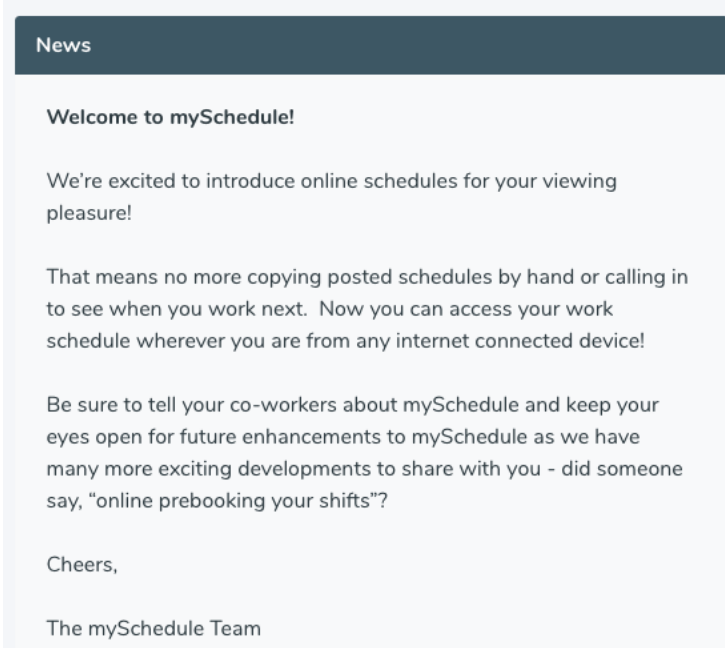
3. The left side of the screen includes some easy access links to three features of *mySchedule*:



Below are the descriptions of each of the access links above:

View My Schedule	This link will take you directly to your schedule in calendar view
Apply for Shifts	This link will take you to the menu to view and apply for vacant shifts
My Account	This link will take you to your profile information, including your contact information and preferences

4. **News** about *mySchedule* is available on the homepage:



The screenshot shows a 'News' section with a dark blue header. The text is as follows:

News

Welcome to mySchedule!

We're excited to introduce online schedules for your viewing pleasure!

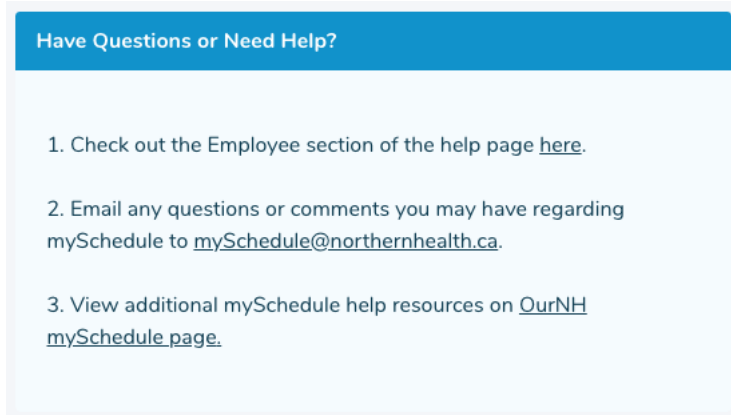
That means no more copying posted schedules by hand or calling in to see when you work next. Now you can access your work schedule wherever you are from any internet connected device!

Be sure to tell your co-workers about mySchedule and keep your eyes open for future enhancements to mySchedule as we have many more exciting developments to share with you - did someone say, "online prebooking your shifts"?

Cheers,

The mySchedule Team

5. Help information is also available on the homepage. Click on any of the underlined links for assistance:

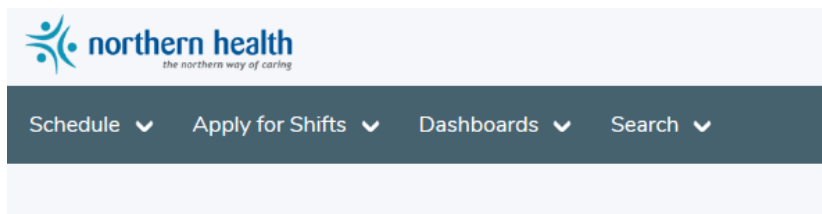


The screenshot shows a 'Have Questions or Need Help?' section with a blue header. The text is as follows:

Have Questions or Need Help?

1. Check out the Employee section of the help page [here](#).
2. Email any questions or comments you may have regarding mySchedule to mySchedule@northernhealth.ca.
3. View additional mySchedule help resources on [OurNH mySchedule page](#).

6. mySchedule's features are accessible through these menus in the title bar near the top of the page.



Below is a description of what is available in each of the menus above:

<p>Schedule ▾</p> <ul style="list-style-type: none"> Calendar My Shifts My Units Annual Vacation 	Calendar	This feature will display your schedule in a calendar format
	My Shifts	This feature will display your schedule in a list
	My Units	This feature will display schedules for each of your units in list format - perfect for finding shift exchange opportunities!
	Annual Vacation	This feature will allow you to request annual vacation dates, and to review the status of your applications
<p>Apply for Shifts ▾</p> <ul style="list-style-type: none"> Browse Shifts My Submissions Closed Shifts Notification Records 	Browse Shifts	This feature will allow you to view your Available Shifts Calendar and apply for shifts
	My Submissions	This feature allows you to view all the submissions you have made on shifts or blocks and the results of these submissions
	Closed Shifts	This feature allows you to find and understand the information about the shifts and blocks that have been offered through <i>mySchedule</i> , and whether those shifts and blocks have been filled or may still be available
	Notification Records	This feature allows you to find and understand the Smart Call shift notifications that have been sent to you, and which notifications that have not been sent to you, and why
<p>Dashboards ▾</p> <ul style="list-style-type: none"> Quick Dial Dashboard 	Quick Dial Dashboard	This feature allows you to review calls you have made to Quick Dial (EARLs) yesterday or today
<p>Search ▾</p> <ul style="list-style-type: none"> Broadcasts Quick Dial Annual Vacation 	Broadcasts	This feature allows you to review broadcast communications you have received from mySchedule
	Quick Dial	This feature allows you to review your full Quick Dial (EARL) call history
	Annual Vacation	This feature allows you to review your annual vacation request history

7. Please contact your manager or mySchedule@northernhealth.ca if you have any questions or concerns about navigating the *mySchedule* site.