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## mySchedule Manager Guide - How to View the Units For Which You Have Signing Authority

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### Introduction

This document is for Managers to view which units they have signing authority – if you have any questions about your Signing Authority, please contact HRIS.

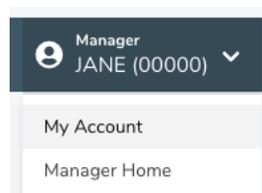
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### Instructions:

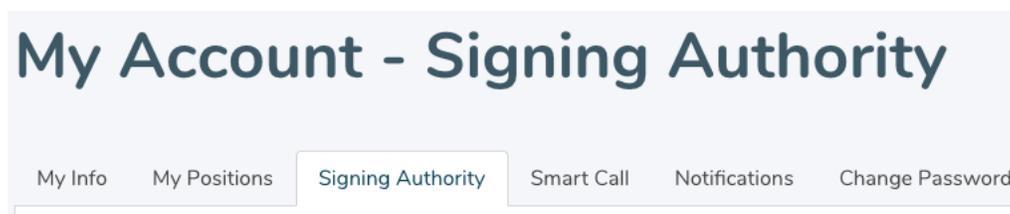
1. Login to [mySchedule.northernhealth.ca](http://mySchedule.northernhealth.ca) with your NH user account and ensure you have the Manager profile selected (profile selector is located at the top right of the screen).



2. Select the **My Account** menu at the top right of the screen:



3. On the **My Account – My Info** screen, click the **Signing Authority** tab:



4. This page will show you the units you have Manager access for on mySchedule:

## My Account - Signing Authority

My Info	My Positions	Signing Authority	Smart Call	Notifications	Change Password
Unit	Facility				
131 - FSH Food Services	131 - FSH Fort St. John Hospital				
132 - PEV Food Services	132 - PEV Peace Villa				
421 - UHN Housekeeping	421 - UHN University Hospital of Northern				
423 - GTW HK & Laundry	423 - GTW Gateway Lodge				
424 - PIC RC PG HK/Laundry	424 - PIC Parkside Intermediate Care Home				

If all your units are not being displayed, please contact HRIS and you will be notified by email once the updates have been implemented.

5. If you have any questions please contact [mySchedule@northernhealth.ca](mailto:mySchedule@northernhealth.ca)