
mySchedule User Guide - How to View My Information

Introduction

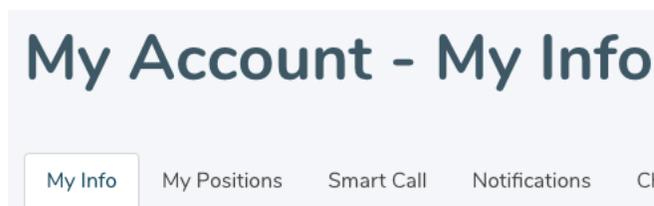
mySchedule allows you to quickly and easily view all of your profile and contact information at any time. This document will help you find that information and update your personal email contact information.

Instructions

1. Login to myschedule.northernhealth.ca with your NH user account.
2. Select your employee information from the top-right corner to open the menu, then select **My Account** from the drop-down menu:



3. The **My Info** tab is the default option in this section, but you can return to this from another tab by clicking the **My Info** tab at any time:



4. Your profile information is displayed on the **Employee Information** section:

User Information	
Name:	JANE DOE
Personal Email:	Not Set
Employee #:	00000
Union:	FACILITIES
Work Email:	Jane.Doe@northernhealth.ca
Work Phone:	Not Set
Scheduling Phone #1:	250-000-0000
Scheduling Phone #2:	Not Set
Profiles:	System Operator, Scheduler, Site Administrator, Employee, Manager

Please contact Staffing if any of your Employee Information is incorrect, or if you would like Staffing to update this information. Note: The only Employee Information you can update yourself in *mySchedule* is your personal email, which can be done following steps 6 thru 9 below.

5. To add or update a personal email address, enter your email address in the **New Email** field, and again in the **Confirm New Email** field, and then click the **Update E-mail Address** button to submit your changes:

Update Personal Email

New Email*

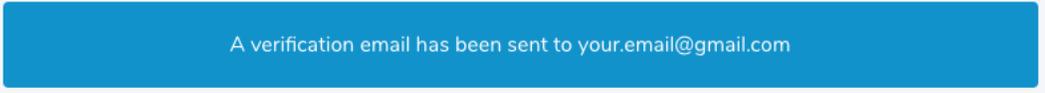
Confirm New Email*

Your personal email address will be used to provide you with mySchedule notifications and urgent information from Northern Health. (Note: NBA employees - to update your preferred email address for managers to use during the vacancy posting process, please go to i-Site and click on "Request/Change My Information" and then "Change Address/Phone")



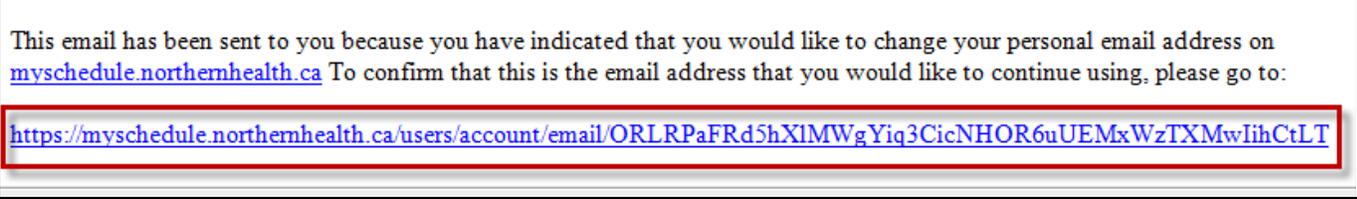
6. If you choose to use a personal email address for *mySchedule* email communications, you will be required to indicate that you are aware the delivery of these email communications will be dependent on your service provider.

7. A message will appear indicating that a confirmation email has been sent:



A verification email has been sent to your.email@gmail.com

8. Open the confirmation email sent to your personal email and click the link in the confirmation email to complete the update process:



This email has been sent to you because you have indicated that you would like to change your personal email address on myschedule.northernhealth.ca To confirm that this is the email address that you would like to continue using, please go to:

<https://myschedule.northernhealth.ca/users/account/email/ORLRPaFRd5hXIMWgYiq3CicNHOR6uUEMxWzTXMwlihCtLT>

9. Please contact your manager or Staffing Office if you have any questions or concerns about your employee profile information.