MySchedule User Guide – How to View My Positions

Introduction

MySchedule allows you to quickly and easily view all of your unit and occupation types at any time. This document will help you find this information in your own employee profile.

Instructions

1. Login to *mySchedule.vch.ca* with your VCH user account.

2. Select your employee information from the top right corner to open the menu:

3. Select **My Account** from the drop-down menu:

4. Click on the **My Positions** tab.

5. Your employee position information is displayed on the **My Positions** screen:

6. Please contact your manager or Staffing if you have any questions or concerns about your employee position information.