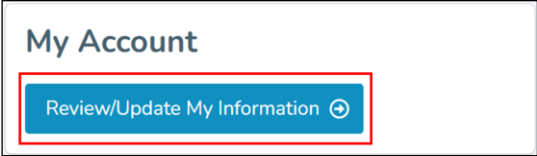
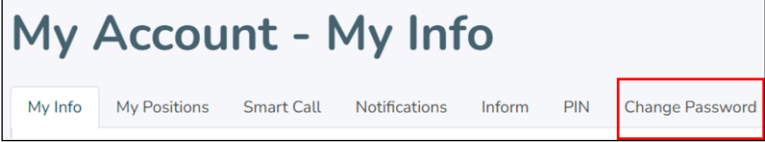
 <p>Saskatchewan Health Authority</p> <h1>WORK STANDARD</h1>	Title: How to change your password on sask.staffscheduling.ca Role performing Activity: All Users	
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics
	Document Owner: HR Systems	Date Prepared: May 30, 2023
	Last Revision:	Date Approved:
	Related Policies/Documentation	

Work Standard Summary: How to change your password.

Essential Tasks:	
1.	Go to sask.staffscheduling.ca and enter your employee number and password.
2.	Click “Review/Update My Information” under “My Account” on the Home Page. 
3.	On the “My Account” page, click on “Change Password”. 

3. Enter your current password in the "Current password" prompt then enter your new password in the "New password" and "Confirm password" prompts. Click the "Change Password" button.

My Info My Positions Smart Call Notifications Inform PIN Change Password

Change Password

Current password *

New password *

Confirm password *

Change Password

4. This should appear at the top of the page if the change is successful:

