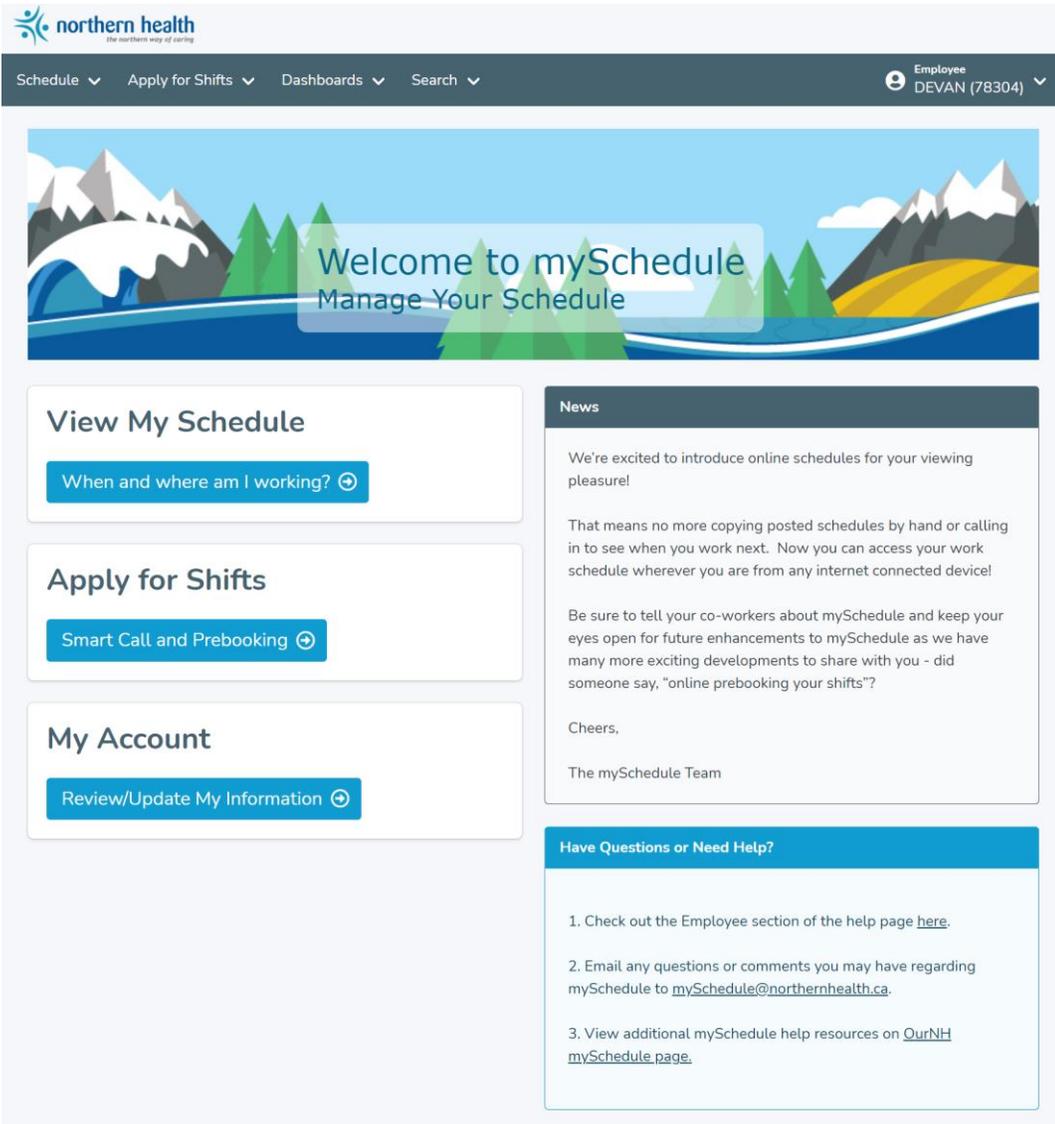

mySchedule User Guide - How to Navigate mySchedule

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.

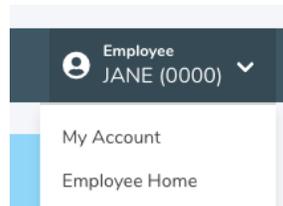
Instructions

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 top right, the user is identified as Employee DEVAN (78304). The main banner features a scenic landscape with mountains and trees, 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 message about online schedules and a "Have Questions or Need Help?" section with three numbered steps for getting help.

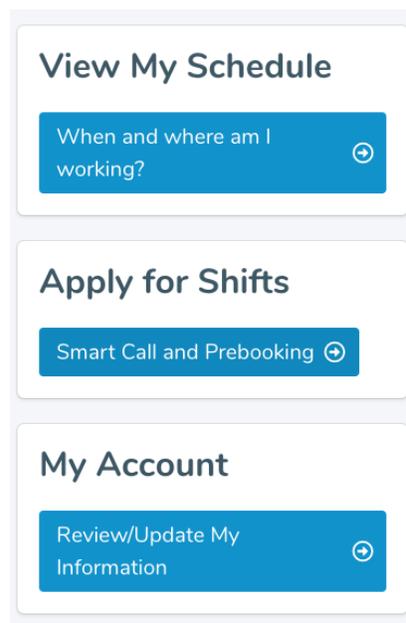
2. You can return to this homepage at any time by clicking any of the following three links:
 - a. Select your employee information from the top-right corner to open the menu, then select **Employee Home** from the drop down menu:



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



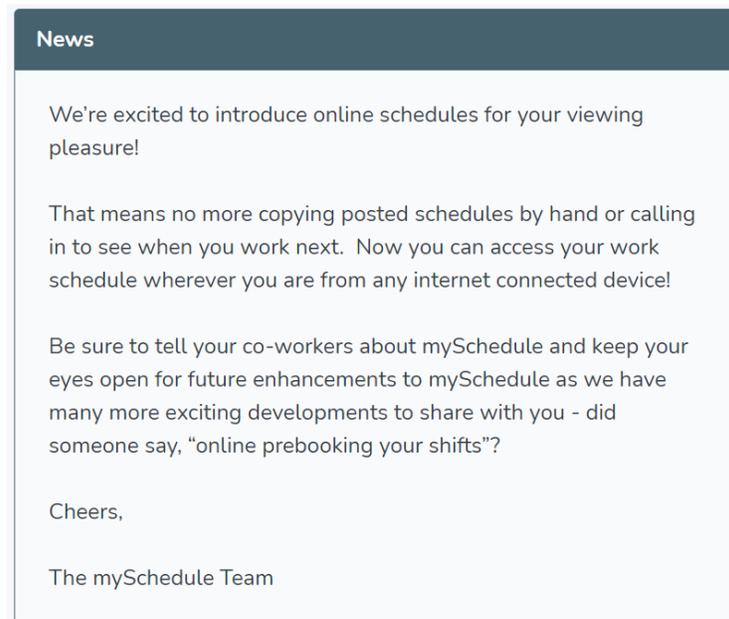
3. The left side of the screen includes some easy access links to three features of *mySchedule*:



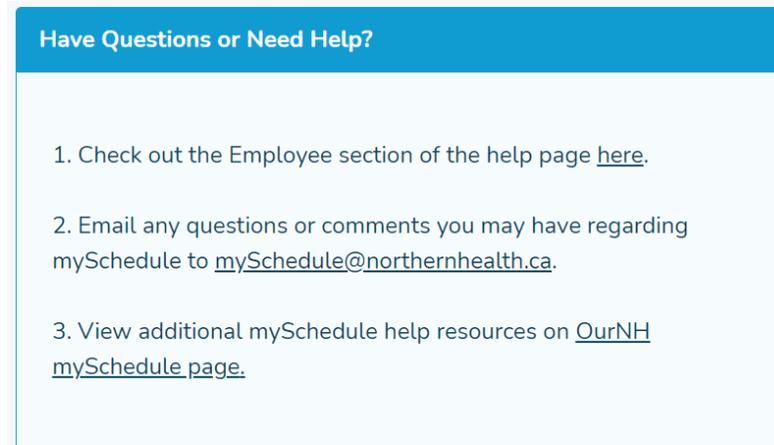
Below are the descriptions of each of the access links above:

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

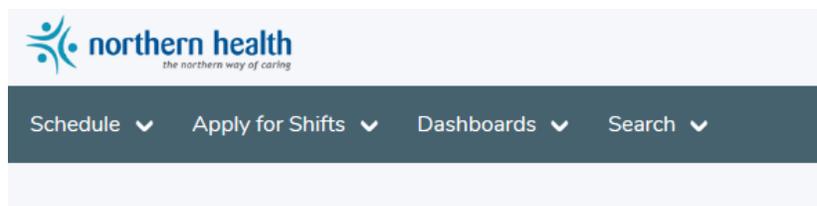
4. **News** about *mySchedule* is available on the homepage:



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



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!
	Request 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 Smart Call Notifications Newsletter Notifications 	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
	Smart Call Notifications	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
	Newsletter Notifications	This feature allows you to find and understand the Unfilled Shift Newsletters for Prebooking shifts that have been sent to you, and which notifications have not been sent to you
<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"> Inform Messages Quick Dial Vacation Mapping 	Inform Messages (formerly 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
	Vacation Mapping	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.