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## MySchedule User Guide - How to View My Positions

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### 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.

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### Instructions

1. Login to [myschedule.vch.ca](http://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:

## My Account - My Positions

My Info   **My Positions**   Smart Call   Notifications   Change Password

Employee Hire Date: Jun 19 2017

Title	Facility	Unit	Status	Start Date	Expiry Date
10001-Cleaner	423 - GTW Gateway Lodge	423 - GTW HK & Laundry	FULL-TIME	Jun 25 2019	-
10001-Cleaner	424 - PIC Parkside Intermediate Care Home	424 - PIC RC PG HK/Laundry	FULL-TIME	Jun 25 2019	-
10001-Cleaner	421 - UHN University Hospital of Northern	421 - UHN Housekeeping	FULL-TIME	Jun 25 2019	-

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