


WORK STANDARD			
	Title: Registering with www.staffscheduling.ca		
	Role: Employees		
	Location: All	Department: Various	
Document Owner: Kweku Johnson			
Date Prepared: July 25, 2013	Date Revised:	Date Approved:	

Essential Tasks:	
1.	<p>To log on to www.staffscheduling.ca (formerly www.pspcentral.ca) you will be required to use your employee number to access the site.</p> <p>If you've already registered with the site, your former password will still work.</p> <p style="text-align: center;">Go to www.staffscheduling.ca</p>
2.	<p>1. Click on "Register Here" under the Log In box</p> <div style="border: 1px solid #ccc; padding: 10px; background-color: #f0f8ff;"> <p>Please Log In</p> <hr/> <p>Please enter your employee number (as it appears on your pay stub) and your password.</p> <p>Employee Number: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: right;"><input type="button" value="Log In"/></p> <p style="text-align: right; border: 1px solid red; padding: 2px;">Don't have an account? Register Here Forgotten Password?</p> </div>

3. Type your information in the boxes on the next page, then click “Find My Data”

Please enter the following information as it appears on your paystub and [Gateway On-Line](#)

Employee Number:
(7 digit number)

Last Name:

Postal code:
(i.e S7M 5H1)

4. Choose your name from the list, if presented.

5. Confirm that your name and employee number are correct. If either are not correct, go back and start over. Enter your email address twice and click on the “Send My Registration Email” button:

Site Registration

Please confirm that this is the correct employee:

EENO:

Name: **Your data will display here**

Union:

Address:

A registration e-mail will be sent to the supplied address.

E-mail:

E-mail (confirm):

6. You will then be presented with a confirmation that an email has been sent to you:

Continue Registration

A registration email has been sent to you at which will allow you to continue.

7. Login to your email account. Open the email from the Registration System and click on the link in the email:

Saskatoon Health Region Staff Scheduling

Hi

Thank you for registering at [StaffScheduling.ca](#) To continue the registration process, please go to:

<https://www.staffscheduling.ca/registration/register/continue/GGSaBAf442YPaLi2XvAga9QEo5l92vWb4xg8GL4vTHvzFdN/>

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Please do not reply to this email.
This is an outbound email only and replies will not be responded to or reviewed.

8. You will then be presented with a webpage to setup a password:

Staff Scheduling Registration

Please verify that this information is correct.

EENO:

Name: **your information**

Union:

Address:

Please select a password.

Password:

Password (confirm):

Complete Registration

Once you enter your password twice, click the "Complete Registration" button.

You will then be registered to use the staffscheduling.ca website.

Registration Successful!

Thank you for registering, Jane Doe

Please log in with your employee number 000000000

a link back to
www.staffscheduling.ca

You will also receive an email confirming the same.

Click on the link to go to the staffscheduling.ca webpage to login.

If you have questions, please call Staff Scheduling at 1-855-778-4141 between the hours of 08:00-16:30 Monday to Friday.