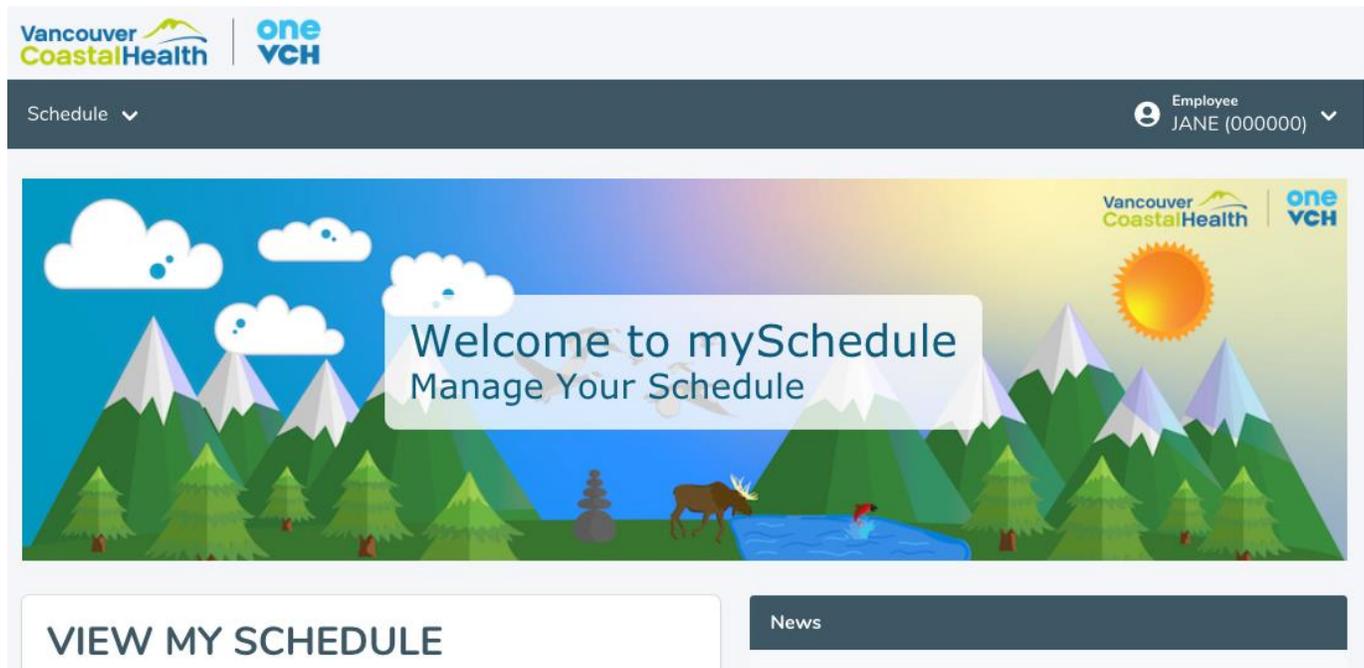

MySchedule User Guide - How to Navigate mySchedule

Introduction

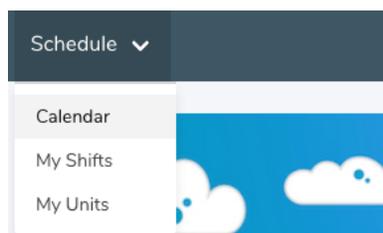
The *MySchedule* Employee homepage has a number of links and resources for you. This document will assist you in navigating the *MySchedule* Employee homepage.

Instructions

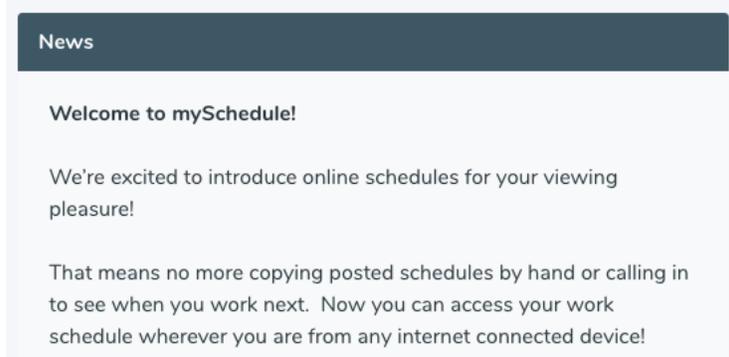
1. Login to myschedule.vch.ca with your VCH user account and the Employee homepage is displayed.



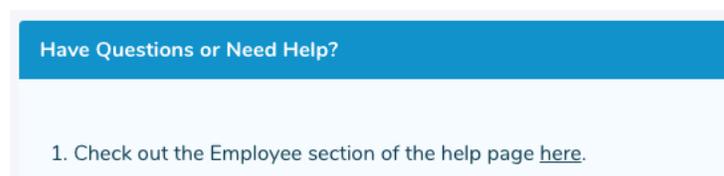
2. There are three options for navigating to the homepage:
 - a. Click on **Employee Home** in the top right drop-down menu.
 - b. Click on **Home** in the bottom left of the homepage screen.
 - c. Click on the **logo** at the top left of the homepage screen.
3. The Employee homepage includes quick links for easy access to *MySchedule* pages. These pages can also be found in the Schedule drop-down:



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



5. **Help** information is also available on the homepage



6. *MySchedule's* **features** are accessible through menus on the title bar near the top of the page.



7. Please contact your manager or Staffing Office if you have any questions or concerns about navigating the *MySchedule* site.