

 Saskatchewan Health Authority <h1 style="font-size: 2em; margin: 0;">WORK STANDARD</h1>	Title: Forgotten Password on sha.staffscheduling.ca Role performing Activity: All Users	
	Location: All	Department/Unit: Various
	Document Owner: HR Systems and Analytics	Date Prepared: March 19, 2020
	Last Revision: March 19, 2020	Date Approved: March 19, 2020
	Related Policies/Documentation	

Work Standard Summary: How to log on to sha.staffscheduling.ca when a password is not working

Essential Tasks:	
1.	<p>Go to sha.staffscheduling.ca and click on the “I Have Forgotten My Password” link at the bottom:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Please Log In</p> <hr/> <p style="text-align: center; font-size: 0.8em;">Please enter your employee number (as it appears on your pay stub) and your password.</p> <p> Employee Number: <input style="width: 150px;" type="text"/> </p> <p> Password: <input style="width: 150px;" type="password"/> </p> <p style="text-align: right;"><input type="button" value="Log In"/></p> <p style="text-align: center; font-size: 0.8em;">Don't have an account? Register Here</p> <p style="text-align: center; font-size: 0.8em;">For additional information please click on Help (also found at the bottom of every page).</p> <p style="text-align: center; border: 1px solid red; display: inline-block; padding: 2px;">I Have Forgotten My Password</p> </div>

2.	<p>Fill in the required fields and click "Send Email"</p> <div data-bbox="277 191 1520 625"><h3>Forgotten Password</h3><p>Please enter your email, and we will send you a link to reset your password.</p><p>Employee#: <input type="text" value="1234567"/></p><p>Email: <input type="text" value="jane.doe@email.com"/></p><p>Email confirm: <input type="text" value="jane.doe@email.com"/></p><p><input type="button" value="Send E-mail"/></p></div>
3.	<p>This message will appear:</p> <div data-bbox="277 667 1520 842"><h3>Password Reset E-mail Sent</h3><p>An e-mail with further password reset instructions has been sent to you at Jane.Doe@email.com</p></div>
4.	<p>Log in to this email account and open the email, click on the link at the bottom:</p> <div data-bbox="277 961 1479 1199"><p>Hi JANE DOE,</p><p>Please click the link below to reset your password.</p><p>https://www.staffscheduling.ca/users/password/reset/8d0Nml dhTgcU4zQ61NKAlhK5h21en4EuqOg04g</p></div>
5.	<p>The website will take you to a password reset page. Please fill in the required fields and click "Select Password"</p> <div data-bbox="277 1318 1520 1703"><h3>Password Reset</h3><p>Welcome back, JANE DOE. Please select a new password.</p><p>Password: <input type="text"/></p><p>Password (confirm): <input type="text"/></p><p><input type="button" value="Select Password"/></p></div>

6.	The following message will display if you are successful: <div data-bbox="277 228 1438 449" style="border: 1px solid black; padding: 10px; text-align: center;"><h2>Password Successfully Reset</h2><hr/><p>Your password has successfully been reset. Please log in now.</p></div>
7.	Please click the “Log In” link at the top right of the screen; resume using sha.staffscheduling.ca as normal. <div data-bbox="607 569 1177 697" style="border: 1px solid black; padding: 10px; text-align: center;"><p>You are not logged in.</p><p>Log In</p></div>
	If you have questions about this Work Standard, please call 1-833-931-1771 between the hours of 08:00-16:00 Monday to Friday.