
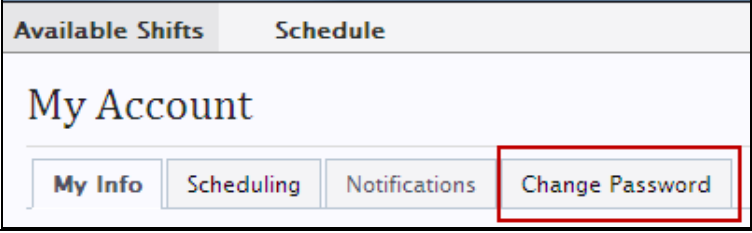

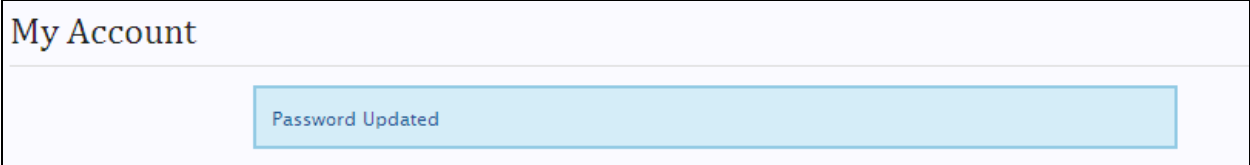
 <p><b>Saskatchewan Health Authority</b></p> <h1>WORK STANDARD</h1>	<b>Title:</b> How to change your password on sha.staffscheduling.ca <b>Role performing Activity:</b> All Users	
	<b>Location:</b> All	<b>Department/Unit:</b> Various
	<b>Document Owner:</b> HR Systems and Analytics	<b>Date Prepared:</b> March 19, 2020
	<b>Last Revision:</b> March 19, 2020	<b>Date Approved:</b> March 19, 2020
	<b>Related Policies/Documentation</b>	

## Work Standard Summary: How to change your password

Essential Tasks:	
1.	Go to <a href="http://sha.staffscheduling.ca">sha.staffscheduling.ca</a> and enter your employee number and password.
2.	Click "My Account" at the top right of the page. 
3.	On the "My Account" page, click on "Change Password" 
3.	Enter your current password in the "Old password" prompt then enter your new password in the "New password" and "Confirm password" prompts. Click the "Set Password" button. 

4.	<p>This should appear at the top of the page if the change is successful:</p>  <p>The screenshot shows a header with the text 'My Account' in a serif font. Below the header is a light blue horizontal bar containing the text 'Password Updated' in a sans-serif font.</p>
	<p>If you have questions about this Work Standard, please call <b>1-833-931-1771</b> between the hours of 08:00-16:00 Monday to Friday.</p>