

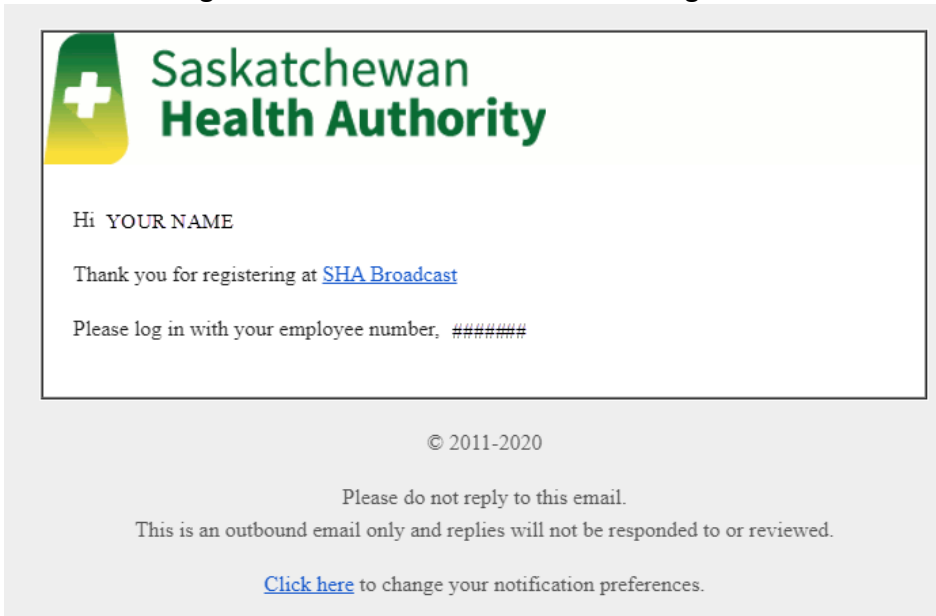


<h1>WORK STANDARD</h1>	 <b>Saskatchewan Health Authority</b>		<b>Title: Registering with sha.staffscheduling.ca</b>  <b>Role performing Activity: All Users</b>
	<b>Location: All</b>	<b>Department/Unit: Various</b>	
	<b>Document Owner:</b> HR Systems and Analytics	<b>Date Prepared:</b> March 19, 2020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

## Work Standard Summary: How to register and log in

<b>Essential Tasks:</b>	
1.	<p>Login to your email account. Open the email from the Registration System and click on the link in the email:</p> 
2.	<p>You will then be presented with a webpage to setup a password:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;"><b>Staff Scheduling Registration</b></p> <p style="text-align: center;">Please verify that this information is correct.</p> <p><b>EENO:</b> <input type="text"/></p> <p><b>Name:</b> <input type="text"/></p> <p><b>Union:</b> <input type="text"/></p> <p><b>Address:</b> <input type="text"/></p> <p>Please select a password.</p> <p><b>Password:</b> <input type="password"/></p> <p><b>Password (confirm):</b> <input type="password"/></p> <p style="text-align: right;"><input type="button" value="Complete Registration"/></p> </div> <p>Once you enter your password twice, click the "Complete Registration" button.</p>

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



You will also receive an email confirming the same.

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

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.