



Q2. If I am on a leave of absence (e.g., maternity/paternity, long term disability (LTD), etc.), will I still receive notifications for shift offers?

A2. Yes, you will still receive notifications unless you turn them off.

To turn off notifications, log into the employee portal at <https://andgo.phcnet.ca/> and go to "My Account". Click the "Notifications" tab and under "Contact Methods," select "None".

Reminder: when you return to work, sign back in to Andgo (MySchedule) and turn notifications back on!

Questions or Need Help?

Email us at

andgo@providencehealth.bc.ca

Employee Portal (MySchedule)

<https://andgo.phcnet.ca/>

Picture below: view of Smart Call Preferences to turn on/off in employee portal (MySchedule)

The screenshot shows the "My Account - Notifications" page. At the top, there are tabs for "My Info", "My Positions", "Smart Call", and "Notifications". The "Notifications" tab is selected. Below the tabs, there is a section for "Contact Methods". It lists "Phone 1 (604-123-4567)" with a dropdown menu set to "None" and "Phone 2 (Not Set)" with a dropdown menu set to "Text". Below this, there are two lines of small text: "* Setting phone 1 and phone 2 contact methods will result in double notifications for shifts. To update your phone numbers please contact your local Staffing Office." and "* Standard message rates may apply." Underneath, there is a section for "Email Notifications (janedoe@gmail.com):" with a checkbox for "Smart Call" and a section for "Daily Newsletter Preferences" with a checkbox for "Unfilled Shifts Newsletter". At the bottom of the form, there is a blue button labeled "Update Contact Methods".

