



HOW TO VIEW MY INFORMATION



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HOW TO VIEW MY INFORMATION

INTRODUCTION:

The Andgo Employee Portal (MySchedule) allows you to quickly and easily view all of your profile and contact information at any time. This document will help you find that information and update your personal email contact information.

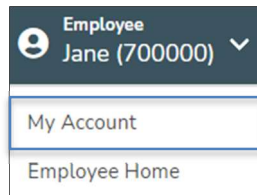
INSTRUCTIONS:

1. Log in to <https://andgo.phcnet.ca> with your network account login (eg. Infosys\JSmith). This is the same login information used to view online job postings and electronic pay statements. The preferred browser is Google Chrome.

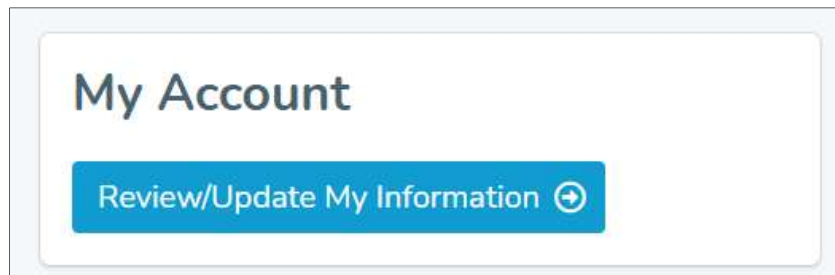
Don't know your login? *Contact the Service Desk at vchServiceDesk@phsa.ca or call 604-806-9333*

Sign in with your organizational account

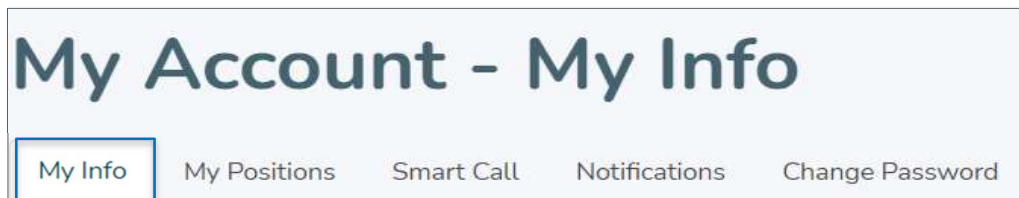
2. Select your Employee Information from the top-right corner to open the menu, then select **My Account** from the drop-down menu:



You can also select your Employee Information by clicking on My Account on the homepage.



3. The **My Info** tab is the default option in this section, but you can return to this from another tab by clicking the **My Info** tab at any time:





4. Your profile information is displayed on the **Employee Information** section:

My Account - My Info	
My Info	My Positions Smart Call Notifications Change Password
User Information	
Name:	Jane Doe
Personal Email:	jdoe@gmail.com
Employee #:	700000
Union:	FAC
Work Email:	jdoe@providencehealth.bc.ca
Work Phone:	Not Set
Scheduling Phone #1:	604-310-3030
Scheduling Phone #2:	Not Set
Profiles:	Employee, Site Administrator, Manager, Scheduler

Note: The only Employee Information you can update yourself in Andgo is your personal email, which can be done following steps six (6) through nine (9) below.

5. To add or update a personal email address, enter your email address in the **New Email** field, and again in the **Confirm New Email** field, and then click the **Update E-mail Address** button to submit your changes:

Note: Once you update your personal email address, this becomes your preferred email for shift offers. You will not receive shift offers on your work email address if your personal email is updated.

Update Personal Email	
New Email *	<input type="text" value="your.email@gmail.com"/>
Confirm New Email *	<input type="text" value="your.email@gmail.com"/>
Update E-Mail Address	

6. If you choose to use a personal email address for Andgo email communications, you will be required to indicate that you are aware the delivery of these email communications will be dependent on your service provider.
7. A message will appear indicating that a confirmation email has been sent:

A verification email has been sent to your.email@gmail.com

8. Open the confirmation email sent to your personal email and click the link in the confirmation email to complete the update process:

This email has been sent to you because you have indicated that you would like to change your personal email address on [MySchedule](#). To confirm that this is the email address that you would like to continue using, please go to:

<https://providencehealthstaging.andgosystems.dev/users/account/email/dV3U2fn7JjdzqU3DWWvGDWAeggF8VX>

Please contact your Portfolio Clerk (Monday to Friday during daytime business hours) using their office phone number or email if you have any questions or concerns about your schedule information. Contact your Leader if you are unsure of who your Portfolio Clerk is.

After daytime business hours or on Saturday and Sunday, contact Short Call at 604-806-9664.

Contact andgo@providencehealth.bc.ca if you have questions navigating the Andgo Employee Portal (MySchedule) and Smart Call module.