

## Employee Self-Assessment Checklist

### Welcome to Andgo's Employee Portal (MySchedule)!

Please read the following and check 'yes' or 'no' next to each statement. This checklist will determine your preparedness for Andgo's MySchedule.

	Statement	Yes	No
1	<p><b>I know where to find Andgo related information and how-to videos</b>  <i>Hint: click <a href="#">here</a> for resources and up-to-date information on Andgo! Also, keep an eye on PHC's staff bulletin for the latest project updates and news.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
2	<p><b>I have read the three Andgo User Guides below:</b>            1. <a href="#">How to View My Information</a>            2. <a href="#">How to View My Schedule</a>  <i>User Guides can also be found <a href="#">here</a>.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
3	<p><b>I have watched the Andgo Video Tutorials below:</b>            1. <b>How to View My Schedule</b>  <i>Click <a href="#">Here</a> for the Video Tutorial. This can also be found at the bottom of the page <a href="#">here</a>.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
4	<p><b>I know how to log in to the network with my username and password (i.e., INFOSYS\username and your corresponding PHC password)</b>  <i>Don't know your login? Contact Service Desk at <a href="mailto:vchServiceDesk@phsa.ca">vchServiceDesk@phsa.ca</a> or call 604-806-9333</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
5	<p><b>I can log in to my Andgo Employee Portal (MySchedule) using my network username and password</b>  <i>To log in, go to: <a href="https://andgo.phcnet.ca">https://andgo.phcnet.ca</a>. Trouble logging in? Contact Service Desk at <a href="mailto:vchServiceDesk@phsa.ca">vchServiceDesk@phsa.ca</a> or call 604-806-9333</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
	<p><b>To complete the next steps, you must be logged in to Andgo's Employee Portal (MySchedule). If you cannot log in, Contact Service Desk at <a href="mailto:vchServiceDesk@phsa.ca">vchServiceDesk@phsa.ca</a> or call 604-806-9333</b></p>		
6	<p><b>My account information and phone number(s) are correct.</b>  <i>If you see any discrepancies or want to add a second phone number, please contact your Portfolio Clerk (Monday to Friday during daytime business hours) using their office phone number or email. 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. Changes will not take into effect until the following day.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
7	<p><b>I can view my schedule on the Andgo Employee Portal (MySchedule)</b>  <i>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.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

8	<p><b>I can update my personal email, if I choose to do so.</b>  <i>Once you update your personal email address, this becomes your preferred email for shift offers. You will not receive shift offers to your work email address if your personal email us updated.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
9	<p><b>I know who the volunteer Andgo champion is on my unit who can help me learn how to set-up Andgo and try the new system using my smartphone.</b>  <i>Unit champions and training volunteers are essential to support staff in their learning.            **To sign up as an Andgo champion for your unit, please email us at <a href="mailto:Andgo@providencehealth.bc.ca">Andgo@providencehealth.bc.ca</a> for more information**</i></p>	<input type="checkbox"/>	<input type="checkbox"/>

If you checked 'Yes' next to all of the above statements, CONGRATULATIONS! You are prepared for the go-live of Andgo's Employee Portal (MySchedule).

If you checked 'No' to any of the above statements or if you were unable to complete any of the checklist items, please reach out to us at [andgo@providencehealth.bc.ca](mailto:andgo@providencehealth.bc.ca) so we can help you find solutions.