

# Andgo Smart Call

## Logging into My Schedule/Andgo Smart Call

### Quick Reference Guide

Last updated: June 26, 2024 (version 1.0)

**Audience:** Nurses, Unit Clerks, Health Care Aides, Scheduling Clerks and Administrators

**Purpose:** Logging into My Schedule on a computer, tablet or mobile device.

#### Logging into My Schedule



**Note:** Andgo is supported by multiple browsers such as FireFox, Microsoft Edge, Safari and Google Chrome. However, it is advisable to use Google Chrome to log into **Andgo Smart Call - MySchedule**.

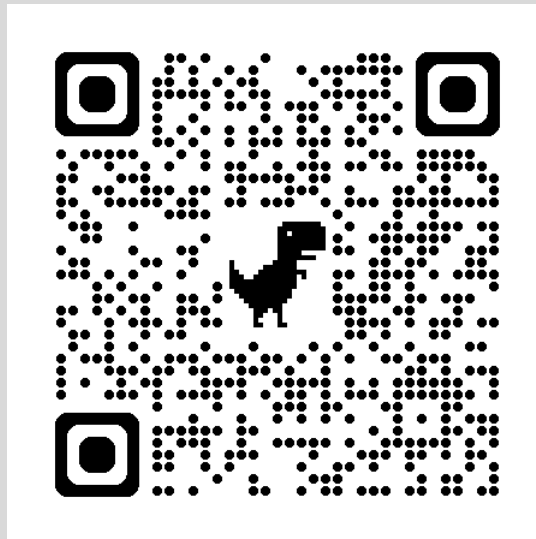
Follow these steps to log into a Shared Health managed device (workstation or mobile) on the Southern Health – Santé Sud, or a computer, tablet, or mobile device not connected to the Southern Health – Santé Sud network (i.e.: home computer or personal mobile device).

1. Enter the URL to the application into a web browser.

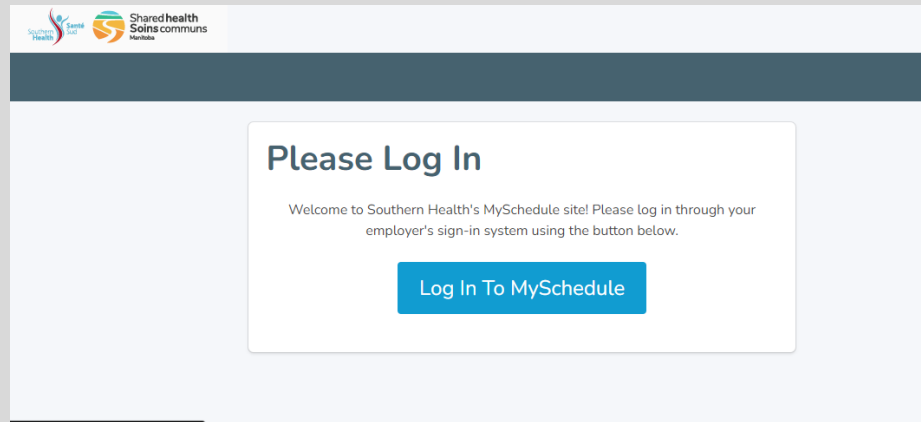
<https://southernhealth.andgosystems.net/landing/>

OR

Scan the following QR code.

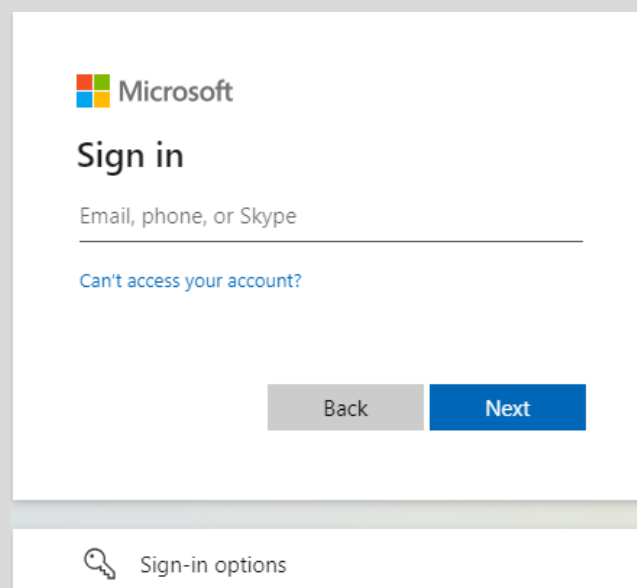


2. Click the **Log in To MySchedule** button.



**Note:** Save the log in page to your bookmarks for easier access to the application.

3. The first time you log into the application, you will have to enter your *Southern Health – Santé Sud* email address and click **Next**.

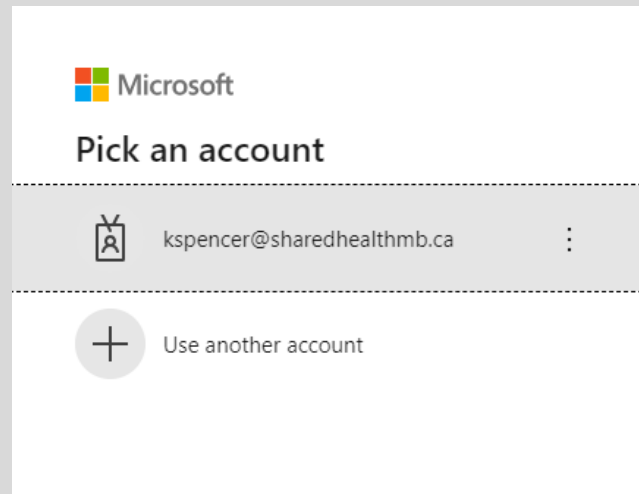


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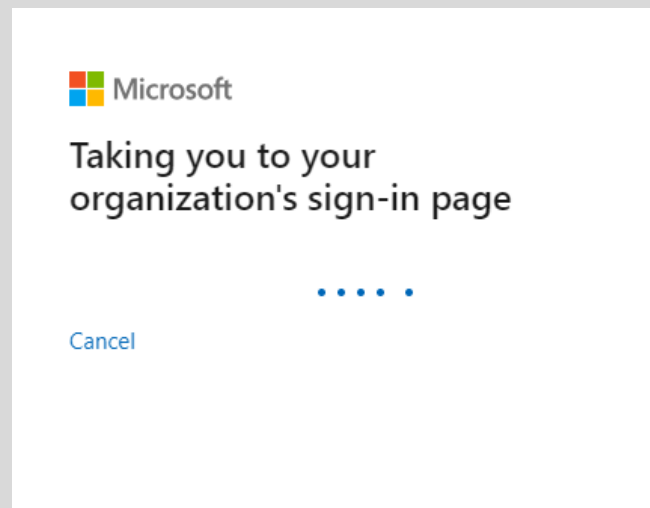
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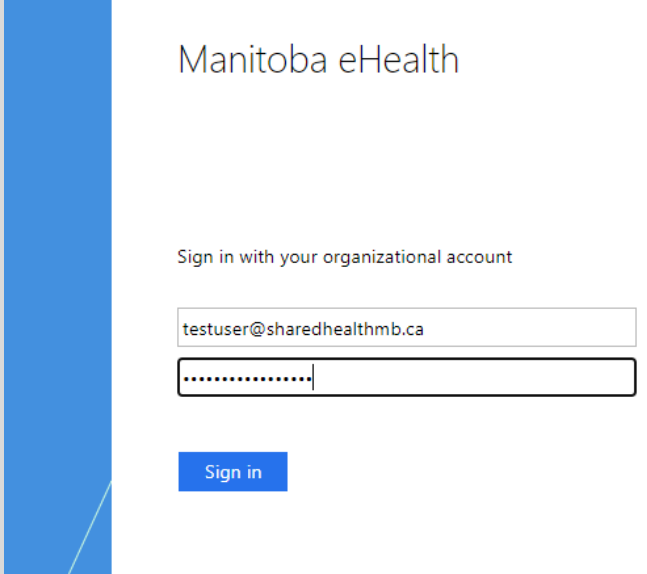
After the very first log in, the next time you log in you will be prompted to pick an account to log in with. Click on your account.



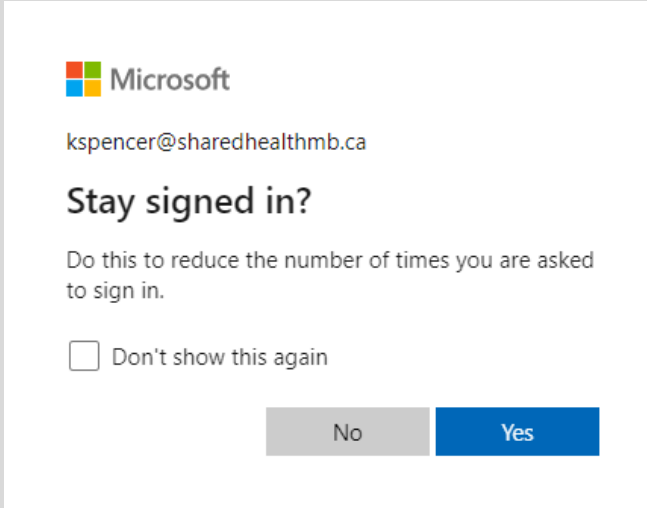
You will be re-directed to the secure log in page.



4. Enter your network password and click **Sign in**.



5. Confirm if you want to remain logged in, click **Yes** or **No**.



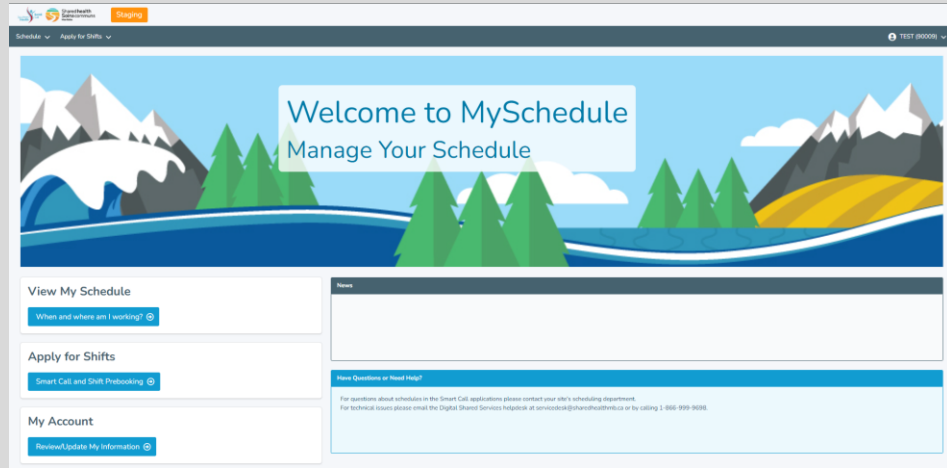
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6. Upon logging into **Andgo My Schedule** you will see the landing page.



### Logging out of My Schedule

1. Click on your name in the top right corner and click on **Logout**.

