

Andgo Smart Call

My Account Settings

Quick Reference Guide

Last updated: June 19, 2024 (version 1.0)

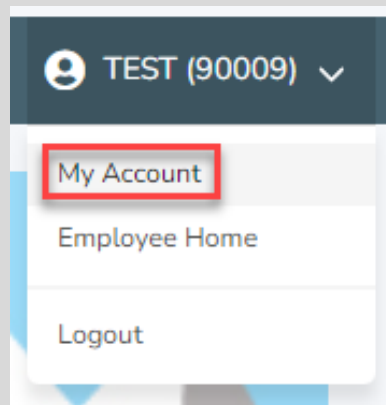
Audience: Nurses, Unit Clerks and Health Care Aides

Purpose: Overview to My Account settings and preferences.

My Account

1. Click on **My Account**, under your name, to view:

- Your user information,
- The positions you hold,
- When you receive notifications,
- How you receive notification; and
- To change your password.



The **My Info** tab is where you can see all the user information for your account. You can also add/update your email address.

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Schedule ▾ Apply for Shifts ▾ TEST (90009) ▾

My Account - My Info

My Info My Positions Smart Call Notifications Change Password

User Information


Name:	TEST NURSE
Personal Email:	testnurse@sharedhealthmb.ca
Employee #:	90009
Union:	B-MNU
Work Email:	testnurse@sharedhealthmb.ca
Work Phone:	+12045555555
Scheduling Phone #1:	+12045551234
Scheduling Phone #2:	Not Set
Profiles:	Employee

Update Personal Email

New Email *

Confirm New Email *

Update E-Mail Address

 **Note:** It is recommended that you provide a personal email account so that you can set up shift notifications to be sent to that email account rather than a Southern Health email account.

The **My Positions** tab lists all the position you hold and the sites where they are located.


Schedule ▾ Apply for Shifts ▾ TEST (90009) ▾

My Account - My Positions

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Employee Hire Date: Sep 25, 2023

Title	Facility	Unit	Assign.	Start Date	Expiry Date
RN 2-MNU	Boundary Trails Health Centre	BTHC-Med	Full Time	Oct 01, 2023	Jan 01, 2050

 **Note:** Contact the Scheduling Department if your account does not have all your employee positions.

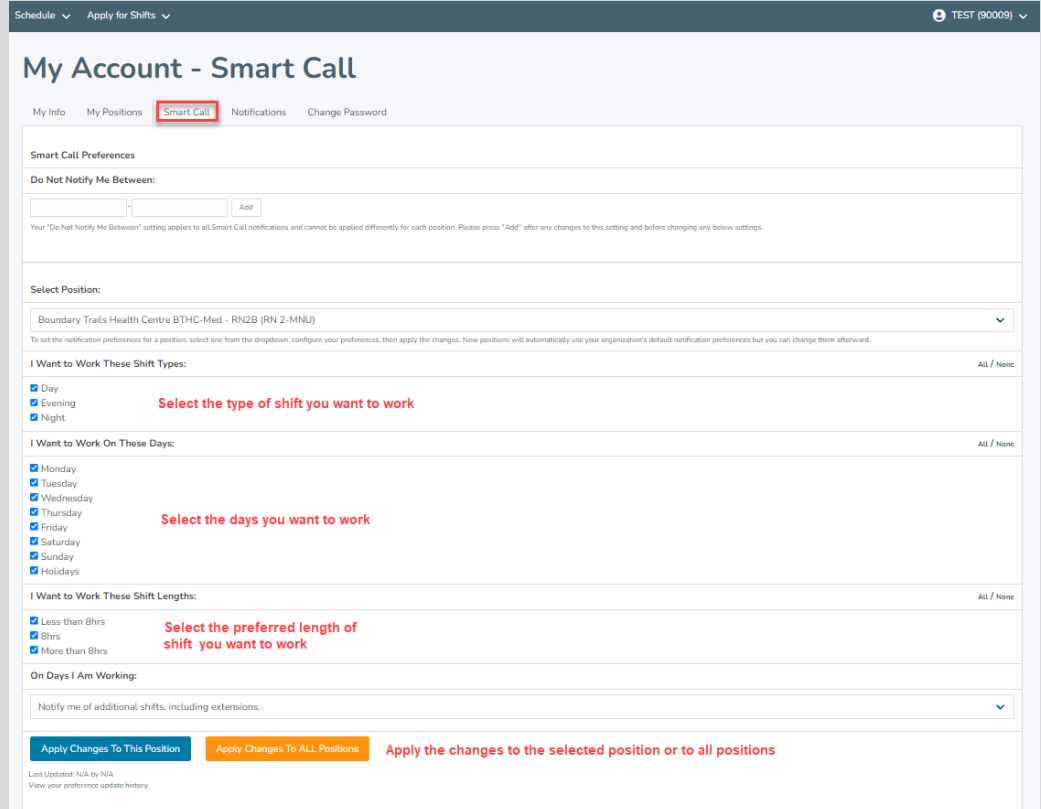
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The **Smart Call** tab lets you select when you would like to be notified about shifts, for each position you hold. You can set different notification preferences for each position.



Schedule ▾ Apply for Shifts ▾ TEST (90009) ▾

My Account - Smart Call

My Info My Positions **Smart Call** Notifications Change Password

Smart Call Preferences

Do Not Notify Me Between:

Your "Do Not Notify Me Between" setting applies to all Smart Call notifications and cannot be applied differently for each position. Please press "Add" after any changes to this setting and before changing any below settings.

Select Position:

Boundary Trails Health Centre BTHC-Med - RN2B (RN 2-MNU) ▾

To set the notification preferences for a position, select one from the dropdown, configure your preferences, then apply the changes. New positions will automatically use your organization's default notification preferences but you can change them afterward.

I Want to Work These Shift Types: All / None

Day
 Evening
 Night

Select the type of shift you want to work

I Want to Work On These Days: All / None

Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday
 Holidays

Select the days you want to work

I Want to Work These Shift Lengths: All / None

Less than 8hrs
 8hrs
 More than 8hrs

Select the preferred length of shift you want to work

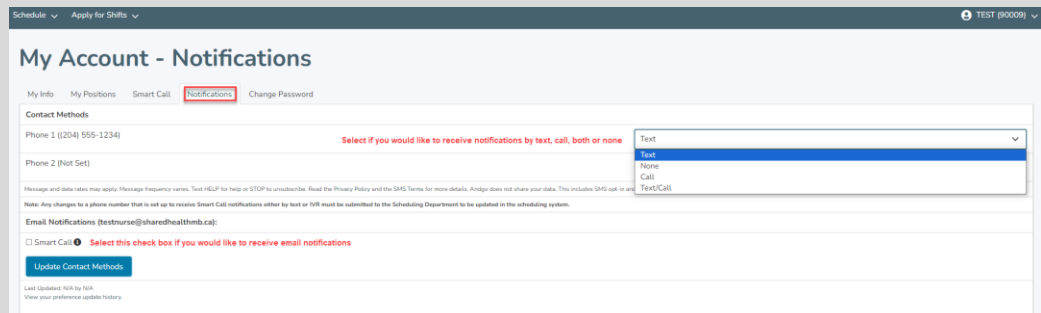
On Days I Am Working:

Notify me of additional shifts, including extensions. ▾

Apply Changes To This Position Apply Changes To ALL Positions Apply the changes to the selected position or to all positions

Last Updated: N/A by N/A
View your preference update history.

The **Notifications** tab lets you select how you would like to be notified of available shifts (text, email, or phone call).



Schedule ▾ Apply for Shifts ▾ TEST (90009) ▾

My Account - Notifications

My Info My Positions Smart Call **Notifications** Change Password

Contact Methods

Phone 1 ((204) 555-1234) Select if you would like to receive notifications by text, call, both or none

Phone 2 (Not Set)

Message and data rates may apply. Message frequency varies. Text HELP for help or STOP to unsubscribe. Read the Privacy Policy and the SMS Terms for more details. Andgo does not share your data. This includes SMS opt-in and out. Note: Any changes to a phone number that is set up to receive Smart Call notifications either by text or IVR must be submitted to the Scheduling Department to be updated in the scheduling system.

Email Notifications (testnurse@sharedhealthmb.ca):

Smart Call Select this check box if you would like to receive email notifications

Update Contact Methods

Last Updated: N/A by N/A
View your preference update history.

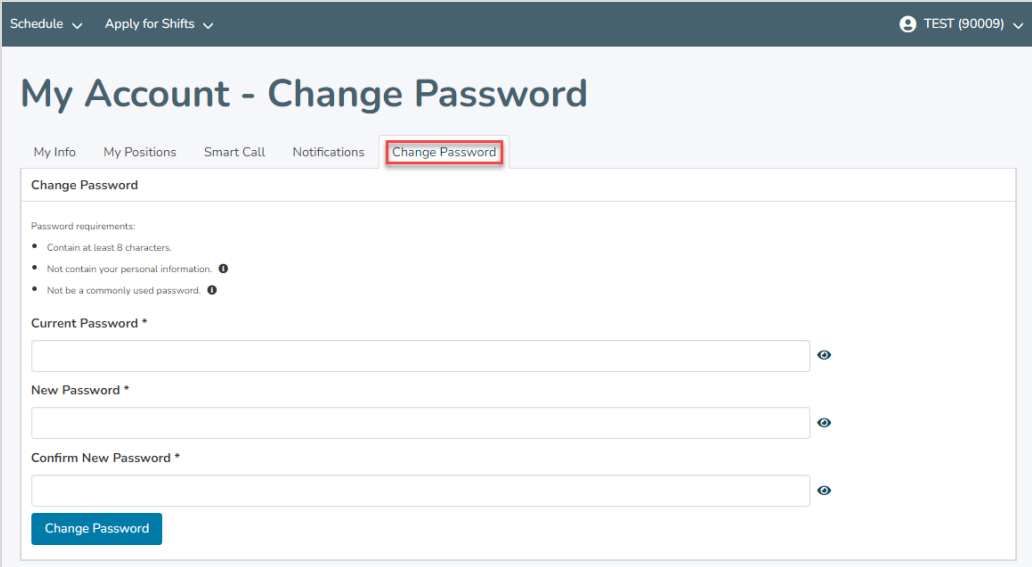
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The **Change Password** tab is where you can change your password.



Screenshot of the "My Account - Change Password" page. The page title is "My Account - Change Password". The navigation menu includes "My Info", "My Positions", "Smart Call", "Notifications", and "Change Password" (highlighted with a red box). The main content area shows "Change Password" with password requirements: "Contain at least 8 characters.", "Not contain your personal information.", and "Not be a commonly used password.". There are three input fields: "Current Password *", "New Password *", and "Confirm New Password *", each with a toggle icon. A "Change Password" button is at the bottom.