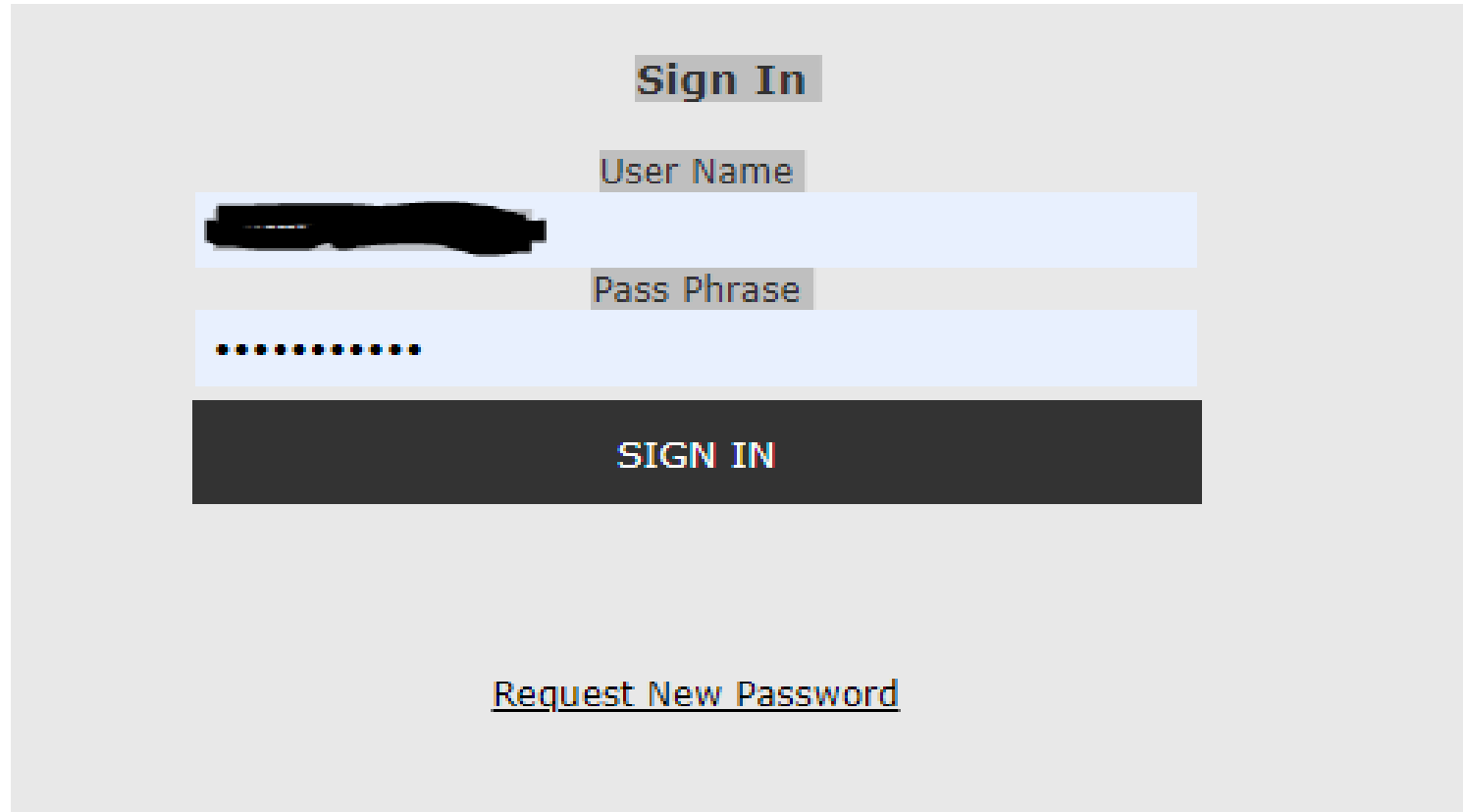


CHCA- New Scheduling System Nurse's Guide

To log in to the new scheduling system; type <https://chcaadmin.com/can20/Login.aspx> to your internet browser. You will be prompted to the screen pictured below. Enter your username & password to sign into the scheduling system. (Username and Password provided via email)



The image shows a login interface with a light gray background. At the top center is the text "Sign In" in a bold, black, sans-serif font. Below this are two input fields. The first field is labeled "User Name" in a gray box to its left; the text inside the field is obscured by a black redaction box. The second field is labeled "Pass Phrase" in a gray box to its left; the text inside is represented by a series of 12 black dots. Below these fields is a large, dark gray rectangular button with the text "SIGN IN" in white, bold, uppercase letters. At the bottom center of the form is a blue, underlined link that reads "Request New Password".

CHCA- New Scheduling System Nurse's Guide

View when you log in

https://chcaadmin.com/can20/MainMenu.aspx



[schedule](#)

[staff](#)

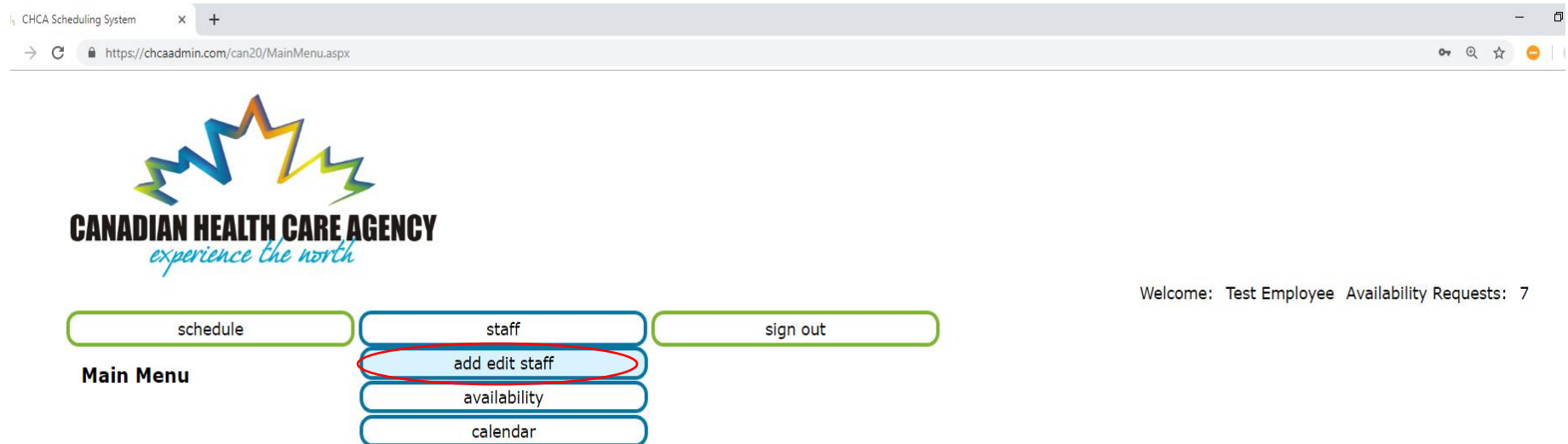
[sign out](#)

Main Menu

Welcome: Test Employee Availability Requests: 7

CHCA- New Scheduling System Nurse's Guide

Please ensure all personal information is up to date in the new scheduling system. To update please select "Staff" then select "Add edit staff" from the list of options.



CHCA- New Scheduling System Nurse's Guide

This will bring you to the screen as pictured below, select "Contact" tab. Ensure we have your address, phone number, and email address listed correctly. Click save/update contact when done.

If you wish to receive texts (SMS) from the system – ie: outstanding urgent contracts, general notifications from the agency. Please make sure you have a cellphone number is listed. **PLEASE NOTE STANDARD MESSAGING FEES APPLY. IF YOU WISH TO NOT RECEIVE TEXT MESSAGES, CHECK OFF "DO NOT SEND TEXTS" BOX CIRCLED BELOW.**

CHCA Staff Profile

https://chcaadmin.com/can20/StaffAddEdit.aspx

Staff: Employee, Test

contact certificates communities availability skills notes contracts permissions

Contact

Staff ID 174

Employee Number
5000

First Name *
Test

Last Name *
Employee

Address 1 *
125

Address 2

City *
Kitchener

Province *
Ontario

Postal Code *
n

Home Phone

Cell Phone (for SMS)

Email *
[REDACTED]

Hire Date (MM/DD/YYYY format) *
01/01/2019

Emergency Contact

Emergency Relationship

Emergency Phone

☒ Do Not Send Texts


Location(s)

SAVE/UPDATE CONTACT

CHCA- New Scheduling System Nurse's Guide

ICA Staff Profile x +

https://chcaadmin.com/can20/StaffAddEdit.aspx



Welcome: Test Employee Availability Requests: 7

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Add Edit Staff Profile

Staff: Employee, Test

[contact](#) [certificates](#) [communities](#) [availability](#) [skills](#) [notes](#) [contracts](#) [permissions](#)

Permissions

Update Password

The new password will take effect on the next sign in.

Current Password

New Password

Re-Enter Password

UPDATE PASSWORD

We strongly suggest you change your password once logging in. To change your password, select “Permissions” tab. From here type your current password, followed by your new password, confirm/re-enter your new password and click “Update Password” to save. Please ensure your password is something secure but also easy to remember.

***IF YOU NEED TO RESET PASSWORD AT THE TIME OF YOUR LOGIN, PLEASE CLICK ON REQUEST NEW PASSWORD AND FOLLOW THE INSTRUCTIONS.**