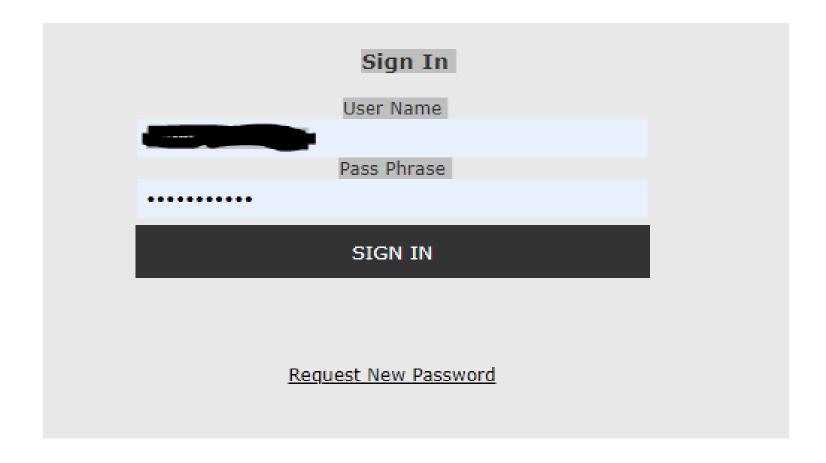To log in to the new scheduling system; type https://chcaadmin.com/can20/Login.aspx to your internet browser. You will be prompted to the screen pictured below. Enter your username & password to sign into the scheduling system. (Username and Password provided via email)
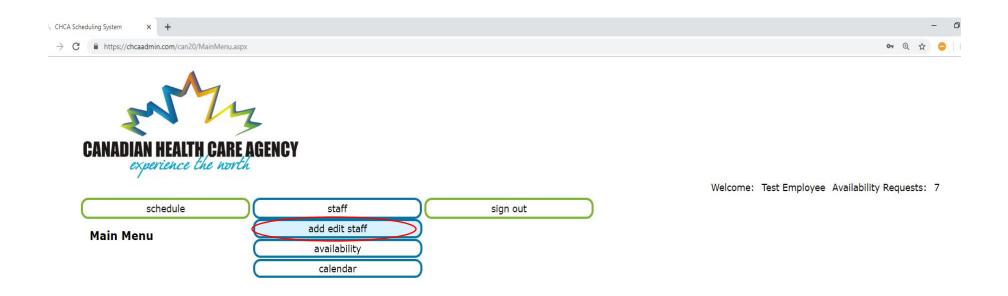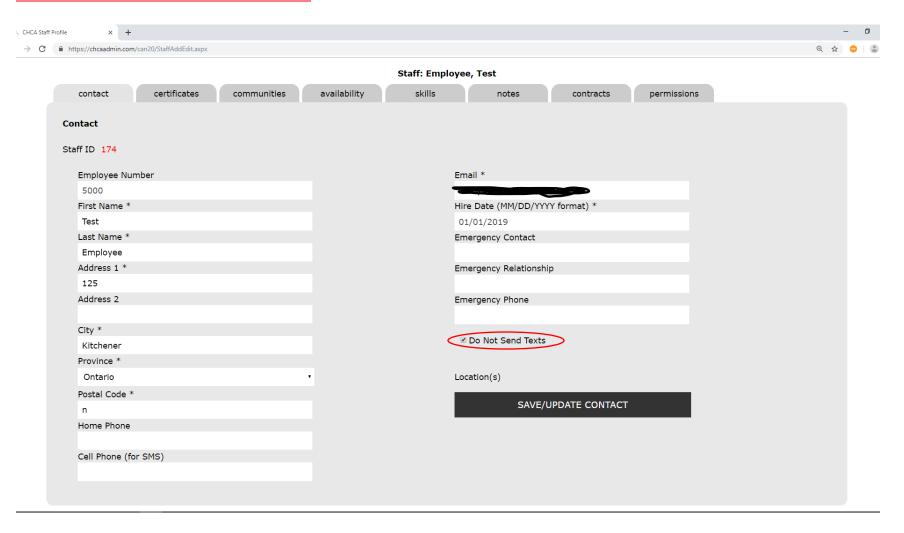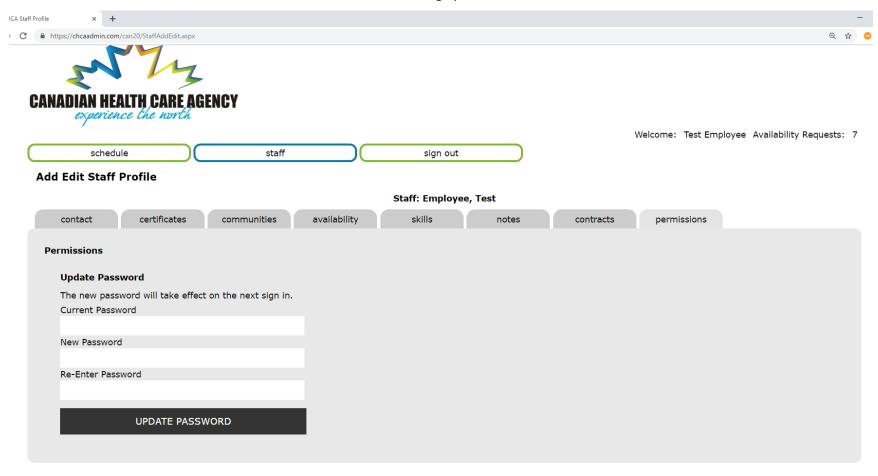
View when you log in

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.

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.

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.