

## People Staffing Services

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# Andgo User Guide - How to View MyInformation

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## Introduction

The Andgo Employee Portal (MySchedule) allows you to quickly and easily view all of your profile and contact information at any time. This document will help you find that information and update your personal email contact information.

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## Instructions

1. Login to <https://andgo.phcnet.ca> with your network account login (eg. Infosys\JSmith). This is the same log in information used to view online job postings and electronic pay statements. The preferred browser is Google Chrome.

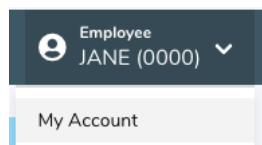
**Don't know your login?** Contact Service Desk at [vchServiceDesk@phsa.ca](mailto:vchServiceDesk@phsa.ca) or call 604-806-9333

Sign in with your organizational account

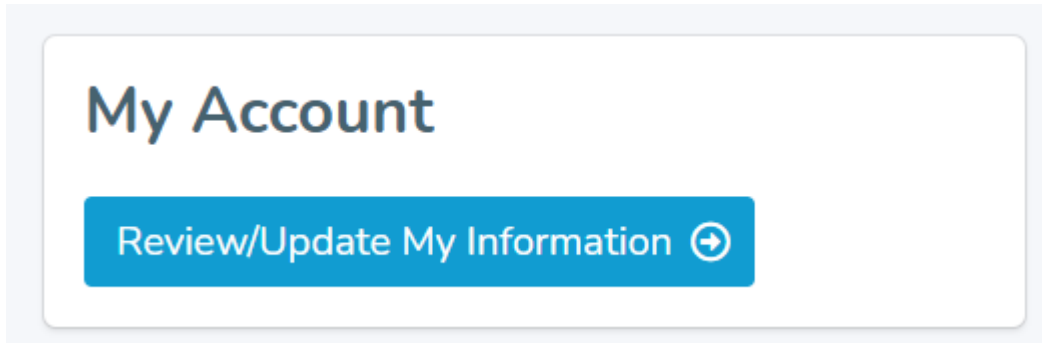
  

Sign in

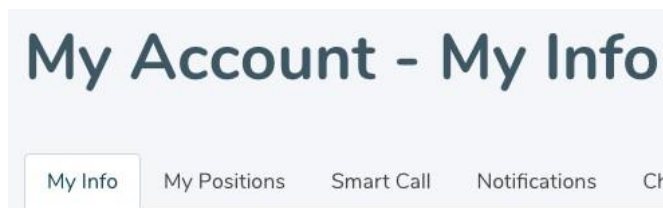
2. Select your Employee Information from the top-right corner to open the menu, then select **My Account** from the drop-down menu:



You can also select your Employee Information by clicking on My **Account** on the homepage.



3. The **My Info** tab is the default option in this section, but you can return to this from another tab by clicking the **My Info** tab at any time:



4. Your profile information is displayed on the **Employee Information** section:

User Information	
Name:	JANE DOE
Personal Email:	Not Set
Employee #:	00000
Union:	FACILITIES
Work Email:	Jane.Doe@providencehealth.bc.ca
Work Phone:	Not Set
Scheduling Phone #1:	250-000-0000
Scheduling Phone #2:	Not Set
Profiles:	System Operator, Scheduler, Site Administrator, Employee, Manager

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. After daytime business hours or on Saturday and Sunday, contact Short Call at 604-806-9664. Contact your Leader if you are unsure of who your Portfolio Clerk is.

During afterhours and weekends, contact Short Call at 604-806-9664 if you would like to update your phone number(s). Changes will not take into effect until the following day.

Note: The only Employee Information you can update yourself in Andgo is your personal email, which can be done following steps six (6) through nine (9) below.

5. To add or update a personal email address, enter your email address in the **New Email** field, and again in the **Confirm New Email** field, and then click the **Update E-mail Address** button to submit your changes:

Update Personal Email

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New Email \*

Confirm New Email \*

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[Update E-Mail Address](#)

Note: Once you update your personal email address, this becomes your preferred email for shift offers. You will not receive shift offers on your work email address if your personal email is updated.

6. If you choose to use a personal email address for Andgo email communications, you will be required to indicate that you are aware the delivery of these email communications will be dependent on your service provider.

7. A message will appear indicating that a confirmation email has been sent:

A verification email has been sent to your.email@gmail.com

8. Open the confirmation email sent to your personal email and click the link in the confirmation email to complete the update process:

This email has been sent to you because you have indicated that you would like to change your personal email address on [MySchedule](#). To confirm that this is the email address that you would like to continue using, please go to:

<https://providencehealthstaging.andgosystems.dev/users/account/email/dV3U2fN7JjdzqU3DWVhGDWAeggF8VX>

9. Contact [andgo@providencehealth.bc.ca](mailto:andgo@providencehealth.bc.ca) if you have questions navigating the Andgo Employee Portal (MySchedule).