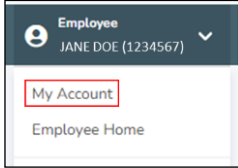
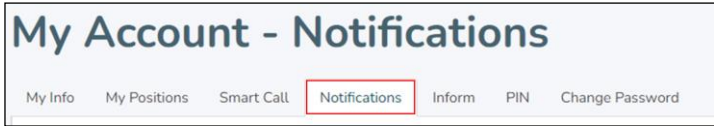
 Saskatchewan Health Authority	Title: How to change your contact preferences on sask.staffscheduling.ca	
	Role Performing Activity: Employees	
<h1>WORK STANDARD</h1>	Location: sask.staffscheduling.ca	Department: HR Systems and Analytics
	Document Owner: HR Systems	Date Prepared: June 5, 2023
	Last Revision:	Date Approved:
	Related Policies/Documentation	

Work Standard Summary: How to change your contact preferences on sask.staffscheduling.ca

Essential Tasks:	
1.	Log in to sask.staffscheduling.ca
2.	At the top right-hand corner of the screen, click on “My Account” 
3.	On the “My Account” page, click on “Notifications” 

4. Use the drop down boxes to select how you would like to be communicated. For phone numbers, “Text/Call” means you would receive a call and a text. For emails, ensure there is a check mark beside the notifications you would like to receive:

My Account - Notifications

My Info My Positions Smart Call Notifications Inform PIN Change Password

Contact Methods

Phone 1

Phone 2 (Not Set)

Email Notifications

Smart Call

Daily Newsletter Preferences

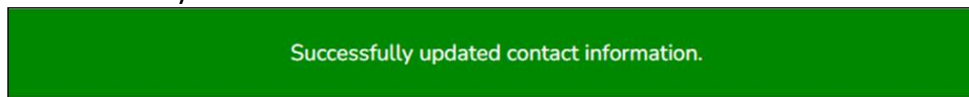
Unfilled Shifts Newsletter

[Update Contact Methods](#)

Last Updated: Jun 06, 2023, 09:42 CST by JANE DOE (1234567)
View your preference update history

Note: If you have your settings marked as “None,” Scheduling cannot contact you for any shifts, at regular or overtime.

5. Click “Update Contact Methods” when you are done. This message will appear at the top of the screen if you were successful:



6. If you scroll to the very bottom of the page, there is a link to see the employee’s contact preference update history:

Last Updated: May 11, 2023, 14:21 CST by JANE DOE (1234567)
[View your preference update history.](#)

7. The report looks like this and displays exactly when/if preferences have been changed:

JANE DOE (1234567) Preference Update History

Select Position:

[Search](#)

Updated By	Department	Occupation	
on May 12, 2023, 15:46 CST	Emergency	(Manager)	Details
on May 12, 2023, 15:42 CST	Emergency	(Manager)	Details
on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details
on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details
on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details
on May 12, 2023, 15:30 CST	Emergency	(Manager)	Details
Default	All	All	Details

1 [Previous](#) [Next](#)

8. To change Inform Contact Preferences, navigate click “Inform” on the “My Account” page.

My Account - Inform Settings

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

9. Use the drop down boxes to select how you would like to receive Inform messages. For phone numbers, “Text/Call” means you would receive a call and a text. For emails, select either “Yes” or “No” from the drop down box:

10. Click “Update Contact Methods” when you are done. This message will appear at the top of the screen if you were successful:

JANE DOE's preferences have been successfully updated

11. If you scroll to the very bottom of the page, there is a link to see the employee’s Inform Preferences update history:

Last Updated At: May 24, 2023, 14:44 CST By JANE DOE
(1234567)
[View History](#)

12. The report looks like this and displays exactly which preferences have been changed and when:

Updated At	Updated By	Send Broadcast Phone Calls To	Send Broadcast Text Messages To	Email Notifications
Jun 05, 2023 10:06 CST	Employee Name	N/A	Phone #	On
May 29, 2023 09:37 CST	Employee Name	Phone #	N/A	On
May 25, 2023 13:43 CST	Employee Name	N/A	N/A	Off
May 24, 2023 14:44 CST	Employee Name	Phone #	Phone #	On