

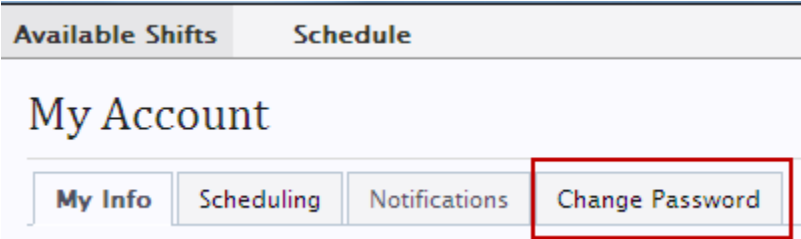
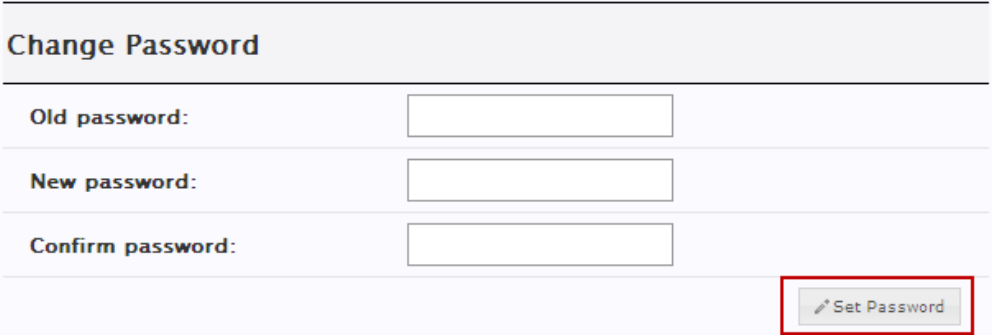
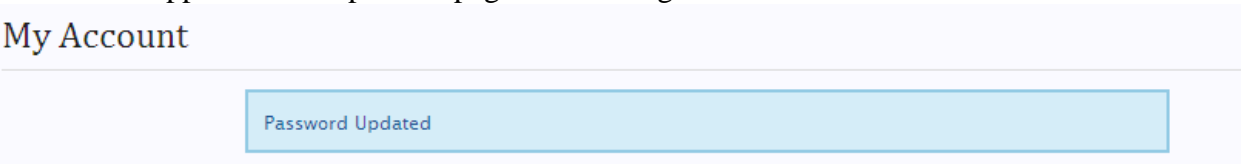




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|  WORK STANDARD | Title: How to change your password on www.staffscheduling.ca Role: Employees | | |
| | Location: All | Department: Various | |
| Document Owner: Kweku Johnson | | | |
| Date Prepared: July 25, 2013 | Date Revised: 9/3/13 | Date Approved: | |

| Essential Tasks: | |
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| 1. | Go to www.staffscheduling.ca and enter your employee number and password. |
| 2. | Click "My Account" at the top right of the page.  |
| 3. | On the "My Account" page, click on "Change Password"  |
| 3. | Enter your current password in the "Old password" prompt then enter your new password in the "New password" and "Confirm password" prompts. Click the "Set Password" button.  |

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| 4. | This should appear at the top of the page if the change is successful:  The screenshot shows a light blue header with the text 'My Account'. Below the header is a light blue box containing the text 'Password Updated'. |
| | If you have questions, please call Staff Scheduling at 1-855-778-4141 between the hours of 08:00-16:30 Monday to Friday. |