



New Employee Handout

Congratulations! Your employer uses [ScheduleAnywhere](https://www.scheduleanywhere.com) to manage and communicate work schedules. Here is some basic information so you can view your schedule, set your communication preferences, submit requests, and more. What you are able to see and do depends upon your permissions.

How to Login

When your manager first adds you to ScheduleAnywhere, you will be sent a "Welcome" email with two login links: one if you do not know your password and one if you do. If you cannot locate this email, please check your spam filter. If you did not get this email, please contact your manager to make sure your email address was entered correctly.

IMPORTANT: When you first login to ScheduleAnywhere, we recommend **using a desktop browser** and not the mobile app or a mobile browser. This will allow you to set up your communication preferences.

- ▶ To login to ScheduleAnywhere, go to www.scheduleanywhere.com and click the **Login** button.
- ▶ Enter your email/username and click the **Next** button.
- ▶ Enter your password and click the **Login** button.
 - If you have no schedules to view, you have not been added to a schedule yet.
 - If you see a personal schedule, you do not have permission to view staff schedules.
 - If you can view staff schedules:
 - Use the **Schedule** dropdown to select the staff schedule you would like to view.
 - Go to the **View** menu to change the number of days.
 - Go to **Reports>Personal Schedule** to view only your schedule.
- ▶ Go to **Requests** to select the type of request you want to submit.

Setting Your Communication Preferences

ScheduleAnywhere can automatically notify you by email and/or text message whenever your schedule is posted or changed. To set up your communication preferences, you must login to ScheduleAnywhere **using a desktop browser** and not the mobile app or a mobile browser.

- ▶ Click your name in the top-right corner of the screen to access your employee profile.
- ▶ Click the **Permissions** tab.
- ▶ In the **Messaging** section, enter your email address and mobile phone number. Select your mobile phone carrier.
- ▶ Click **Receive Request Notifications** to enable email and text messages about schedule requests.

Download the ScheduleAnywhere Mobile App

Once you have set your communication preferences, you are ready to download the ScheduleAnywhere mobile app for Android or iOS devices from [Google Play](https://play.google.com/store/apps/details?id=com.scheduleanywhere) or the [App Store](https://apps.apple.com/us/app/scheduleanywhere/id1444444444). Remember, what you are able to see and do depends upon the permissions your manager has given you.

- ▶ See when you work
- ▶ View staff schedules
- ▶ Submit time off, cover and swap requests
- ▶ Check the status of requests