 Saskatchewan Health Authority <h1 style="font-size: 2em;">WORK STANDARD</h1>	Title: Registering with sask.staffscheduling.ca Role performing Activity: All Users	
	Location: sask.staffscheduling.ca	Department/Unit: HR Systems and Analytics
	Document Owner: HR Systems	Date Prepared: May 30, 2023
	Last Revision:	Date Approved:
Related Policies/Documentation		

Work Standard Summary: How to register and log in.

Essential Tasks:	
1.	To log on to sask.staffscheduling.ca you will be required to use your employee number.
2.	Click on “Register Here” under the Log In prompts: <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Please Log In</p> <p>Please enter your employee number (as it appears on your pay stub) and your password.</p> <p>Employee Number:</p> <input style="width: 100%; height: 25px;" type="text"/> <p>Password:</p> <input style="width: 100%; height: 25px;" type="password"/> <p style="text-align: center;">Submit</p> <p style="text-align: center; border: 1px solid red; display: inline-block; padding: 2px;">Don't have an account? Register Here</p> <p style="text-align: center; font-size: 0.8em;">For additional information please click on Help. I Have Forgotten My Password</p> </div>
3.	Type your employee number in the box on the next page, then click “Continue Registration”: <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Employee Number *</p> <input style="width: 100%; height: 25px;" type="text"/> <p style="text-align: center;">Continue Registration</p> </div>

4. Choose either “Call” or “Text” to receive the access code required to set up your account.

If you receive an error stating that you do not have a contact phone number, please ensure that you have entered your phone number into your MyGatewayOnline account. Refer to [myHelp](#) for further information regarding your contact phone number(s) in MyGatewayOnline.

5. A new screen will appear after selecting your contact method. You will then receive your access code via the method you selected in step 4. If you do not receive a code within one minute of clicking “Call” or “Text”, please click “Resend Access Code”.

Once you receive the code, enter it into the text box and click “Submit”.

6. After entering in your access code and clicking “Submit” in step 5, you will be prompted to create a new password for your account. Ensure that the passwords you enter under “New password” and “Confirm password” match each other perfectly. After you have done this, click “Set Password”.

Guideline to Create Strong and Secure Passwords

This article aims to provide insights and basic knowledge regarding the creation of strong and secure passwords for your accounts. A common practice among individuals is to generate easily memorable passwords, often employing the same password for multiple accounts. Consequently, a single successful breach of one account can swiftly lead to unauthorized access to all linked accounts. For this reason, here are some guidelines to help you create a strong and secure password:

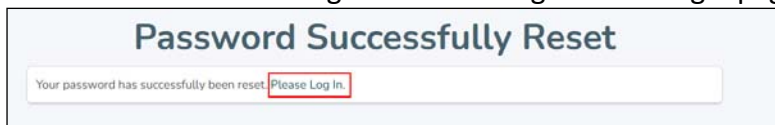
1. **Length:** Aim for a password that's at least 12 to 16 characters long. Longer passwords are generally more secure.

2. **Use a Mix of Characters:** Include a combination of uppercase letters, lowercase letters, numbers, and special symbols (e.g., !, @, #, \$, %). This increases the complexity of your password.
3. **Avoid Common Words and Phrases:** Don't use easily guessable words or phrases, such as "password," "123456," "qwerty," or "iloveyou."
4. **Avoid Personal Information:** Don't use easily obtainable information like your name, birthdate, or common words associated with you.
5. **Randomness:** Create a password that appears random and lacks any predictable patterns. Random combinations of characters are harder to crack.
6. **Passphrases:** Consider using a passphrase (i.e., a sequence of words or a sentence). Passphrases are longer and easier to remember while still being strong. For example, "PurpleElephant\$Jumping@Moon" is a strong passphrase.
7. **Avoid Dictionary Words:** Hackers use tools that can quickly guess common words from the dictionary. Avoid using actual words.
8. **Unique Passwords:** Use a unique password for each of your accounts. This way, if one password is compromised, your other accounts remain secure.
9. **Avoid Keyboard Patterns:** Avoid using keyboard patterns like "12345" or "qwerty." These are easily guessed.
10. **Avoid Sequences:** Don't use sequential characters like "abcdef" or "987654." They are easily guessed as well.
11. **Regular Updates:** Change your passwords regularly, especially for critical accounts.
12. **Don't Save Passwords in Browsers:** While convenient, saving passwords in browsers can be risky. If someone gains access to your computer, they can easily access your saved passwords.
13. **Avoid Sharing:** Never share your passwords with anyone and be cautious when entering your passwords in public places.

Here's an example of a strong and secure password: &B8p#27xTm@9qDzG

Remember, the goal is to create a password that is difficult for both humans and computer algorithms to guess. By following these guidelines, you can significantly enhance the security of your online accounts

7. After successfully entering your new password into both boxes in step 6, you will have successfully updated your account with a password and you are now able to log in to your account. Click "Please Log In" to be brought to the login page.



8. Enter your employee number and new password to log in to your sask.staffscheduling.ca account.

Please Log In

Please enter your employee number (as it appears on your pay stub) and your password.

Employee Number:

Password:

[Submit](#)

[Don't have an account? Register Here](#)

For additional information please click on [Help](#).
[I Have Forgotten My Password](#)