

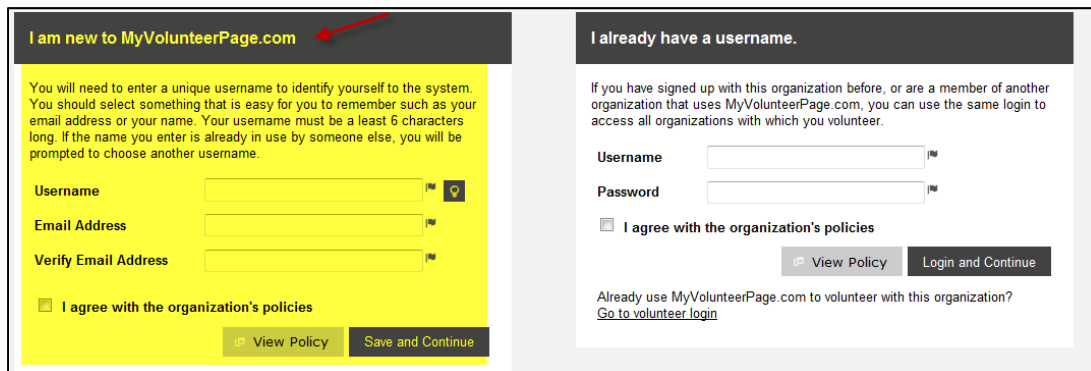
## How to Register, Sign up and Log Hours

### 1. Register

- You only have to register yourself as an Advisor once on the Client and Family Centred Care website.
- Visit [www.saskatoonhealthregion.ca](http://www.saskatoonhealthregion.ca), click on the **Patients** tab at the top and then click on **Client & Family Centred Care**.
- Click on the **Register Now!** button on the right-hand side of the screen.

#### Page 1

- Complete the box on the left, "I am new to MyVolunteerPage.com".
- Start registering by creating your username. (You will need to remember this every time you log in)
- Enter your email address twice.
- Check on the box, "Agree to the *Organization Policies*".
  - Your use of this website constitutes your agreement to this privacy policy and any other subsequent modifications thereto. If you do not wish to be bound by this privacy policy, discontinue your use of this website.
- Click on **Save and Continue**.



The screenshot shows a registration form with two main sections. The left section is titled "I am new to MyVolunteerPage.com" and has a red arrow pointing to it. It contains instructions on creating a unique username, fields for Username, Email Address, and Verify Email Address, and a checkbox for "I agree with the organization's policies". The right section is titled "I already have a username." and contains fields for Username and Password, a checkbox for "I agree with the organization's policies", and buttons for "View Policy" and "Login and Continue".

#### Page 2 Contact Information

- Choose a password that you will remember (*write this down; you will need it later*).
- You will provide your contact information such as name, address, phone # and email.
- Required Fields are identified with a flag.
- Click on **Save and Continue**.

#### Page 3 Additional Info

- Provide your demographic information, your interests, what areas you have experience in the Saskatoon Health Region, and how you learnt about our program.
- Consent to receive emails from CFCC (your email will only be shared for SHR events that pertain to advisors).
- Click on **Save and Continue**.

#### Page 4

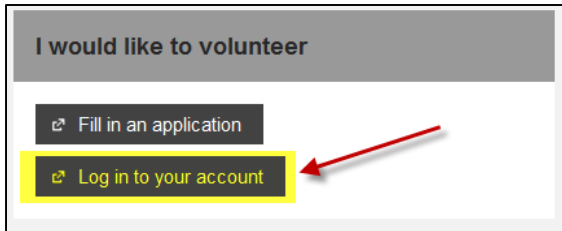
- Click on **Close**.

## 2. Log In

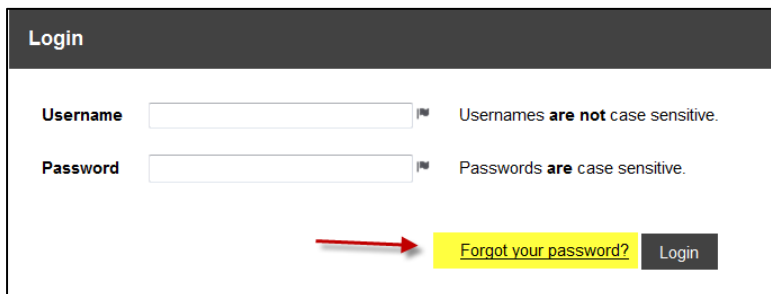
- Visit the CFCC website: [www.saskatoonhealthregion.ca/cfcc](http://www.saskatoonhealthregion.ca/cfcc).
- Click on **Sign Up Today** button on the right-hand side of the screen.



- Next, click on *Log in to your account*.



- Enter your username and password that you created when you “registered” on the site. If you forgot your username or password, click on **Forgot your password?**



**Login**

Username  Usernames **are not** case sensitive.

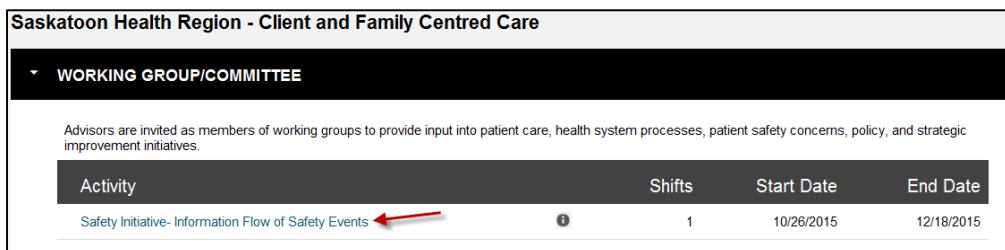
Password  Passwords **are** case sensitive.

[Forgot your password?](#)

- Click on *Login*

## 3. Sign-Up

- To sign up for an opportunity, click on the **Opportunities** tab at the top.
- Click on the activity name to review the details.



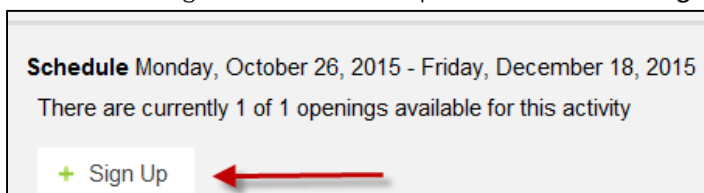
Saskatoon Health Region - Client and Family Centred Care

WORKING GROUP/COMMITTEE

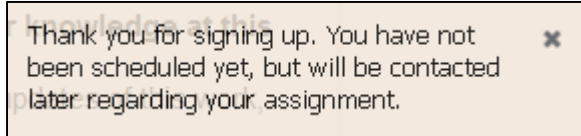
Advisors are invited as members of working groups to provide input into patient care, health system processes, patient safety concerns, policy, and strategic improvement initiatives.

Activity	Shifts	Start Date	End Date
Safety Initiative- Information Flow of Safety Events	1	10/26/2015	12/18/2015

- Read through the details/description and then click *Sign Up* at the bottom.



- Once you've clicked on **Sign Up**, you will see this message pop up briefly up in the top right corner confirming that you "signed up."



- CFCC matches an advisor to the Advising Opportunity based on the experience, availability and advising history.
- **CFCC will contact the selected advisor via email to accept or decline within 3 days of the posting closing.**
- Once the advisor is confirmed, CFCC will notify any other interested advisors that the Advising Opportunity has been filled.

#### 4. Schedule

- To view the activities you've been "assigned" to, click on the **Schedule** tab at the top.
- The activity name, date, and start and end time will be listed.

#### 5. Log Hours

- Click on the **Hours Log** tab at the top to log your hours.
- Click on the drop-down arrow beside "Activity" and select the advising opportunity you attended.
- If, you don't see the advising opportunity listed or you're logging PFAC hours, click on "Inactive" and then click on the drop-down list and you should see it there.

- If you still don't see it listed, select "other" from the drop-down list (it is listed under the "Other" heading). You will be contacted for confirmation.
- Enter the date of the last day of the activity.
- Enter number of hours and minutes for the entire event.  
Ex: (Rapid Process Improvement Workshop: Max 40 hours)
- Answer the rating question and provide feedback on the event and any improvement ideas you have.
- Click on **Save**.

#### 6. Contact Us

- To email us, click on the **Contact** tab at the top.
- The Subject line should be a short description of what your email is about.
- In the body of the email, be as descriptive and to the point as possible.
- You can attach a document if you desire.
- Click on **Send Email**.

#### 7. Your Profile

- Password changes can be made by clicking on the **Change Password** button.
- Address or contact information can be changed by clicking in the appropriate field and then clicking on **Save**.
- You can update any of your information by clicking on the appropriate tab at the top.