

COMMUNICATE

Providence Care Communicate Mobile App 2.2 User Guide

Introduction to Communicate Mobile

Vocantas Communicate Mobile App is a Staff Scheduling solution to fill open shifts. Employees can view and bid on open shifts instantly through the app.

Fully compatible with android and iOS systems, Communicate Mobile can be downloaded from the iOS **App Store** and **Google Play Store**.

Step 1: Download the App to your mobile device

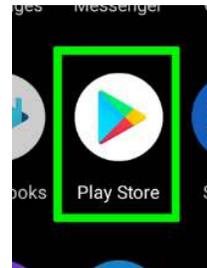
If you have an iPhone/App Store

- 1.Go to the App store on your phone.
- 2.Search "Vocantas Communicate Mobile".



If you have Google Play Store/Android Phone

- 1.Go to the Play Store on your phone.
- 2.Search "Vocantas Communicate Mobile".



3. Download the app to your device.



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Step 2: Logging into the app

1. Enter the **Employee Portal** URL (<https://ProvidenceCare-staff.vocantasonline.com>), and employer name 'Providence Care', and then tap the **Next** button on the bottom of the screen.

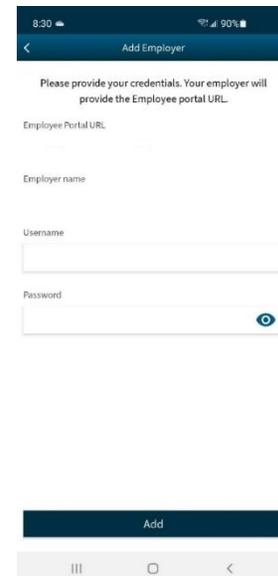
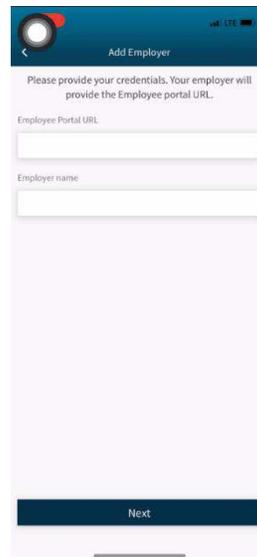
2. Click the orange PCH ASF button:



Then enter your **Providence Care** username (example: emmons1@providencecare.ca) and password, and then tap the **Add** button on the bottom of the screen. This screen may look slightly different based on your employer login settings, as employees may be redirected to the Vocantas web portal to enter credentials.

3. Save this information.
Accept the **Terms of Service** (TOS), which will open in a popup.

If an employee does not have the correct login information, they must contact their scheduling office/Director of People Services. If employees cannot remember their password, they will need to reset it on a Providence Care device or contact HelpDesk as part of normal process.



You will only be required to enter this information **once**, the first time they use the mobile app. Employer information can be edited by the employee at a later date if needed, or after your password is changed. **(*NOTE: If an employee declines the TOS for an existing employer or if the TOS changes, the employer will be deleted. If the employee wants to re-add the employer, they must accept the TOS).**