

Confirm Your Contact Information

All staff will need to update their contact information on Gateway Online.

The Administrative Information Management System is coming in 2022.

All employees should update their personal contact information in Gateway Online. Include an email address of your choice, and a mobile and/or landline phone number to benefit from the following flexible options:

- Electronic shift notifications
- Online access to pay records and T4s
- 24/7 access to personalized benefits information
- Apply for positions

For more information visit

www.AIMSproject.ca



AIMS

Administrative
Information
Management System

Updating Employee Information

Go to www.mygatewayonline.com

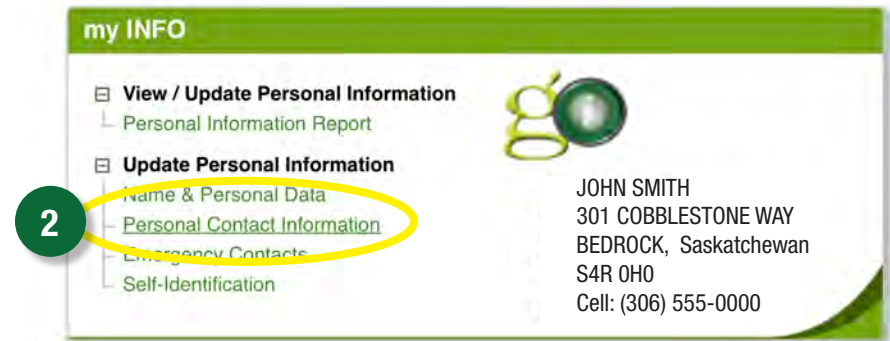
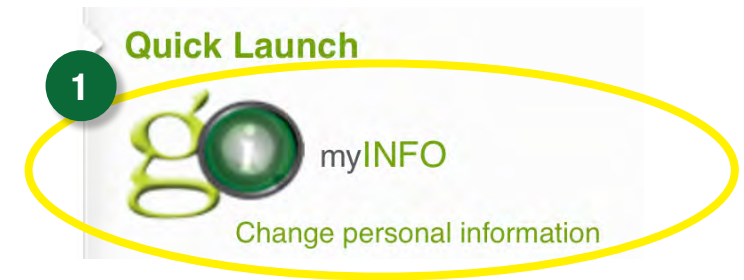
The Administrative Information Management System is coming in 2022, offering flexible options such as:

- Electronic shift notification and acceptance or trades
- Online access to pay records and T4s
- 24/7 access to personalized benefit information
- Online tracking of expense payments
- Applying for jobs
- Electronic time cards to eliminate manual entry of time
- Standardize contact information for all healthcare staff in the province

To benefit from these enhancements, all employees must enter an email address, landline and/or mobile phone number into Gateway Online.

1. Click on **myINFO** under Quick Launch.
2. Click on **Personal Contact Information** under Update Personal Information.
3. On the Personal Contact Information screen click **Edit** in the field you want to change Phone or Email. **Please update or enter both your email address and phone numbers including mobile phone and/or landline.**
4. When you complete your adjustments click on the **Confirm** button at the bottom of the screen.

For more information go to www.AIMSproject.ca



Personal Contact Information

* Indicates required field

Phone Numbers

| Phone Number | Phone Type | Address Type | Priority |
|----------------|--------------------|--------------|----------|
| (306) 555-0000 | Cellular Telephone | Home | edit |
| new phone | | | |

Email Addresses

| Email Address | Address Type | |
|----------------------|--------------|-------------|
| John.S@email.com | Home | edit |
| Smith.John@email.com | Business | edit remove |
| new email | | |
| confirm cancel | | |

Updating Employee Information

Go to www.mygatewayonline.rqhealth.ca

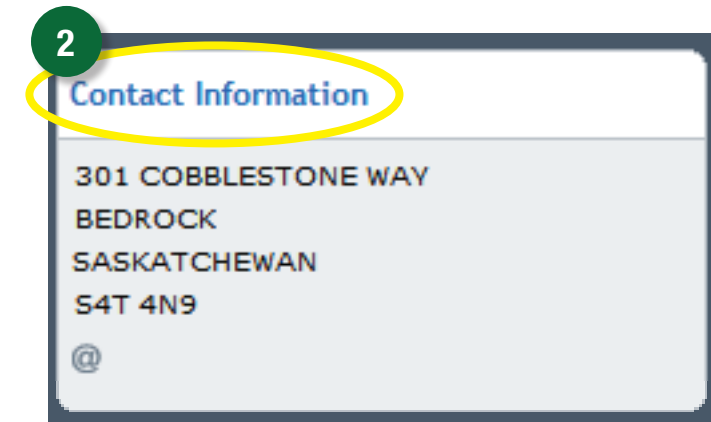
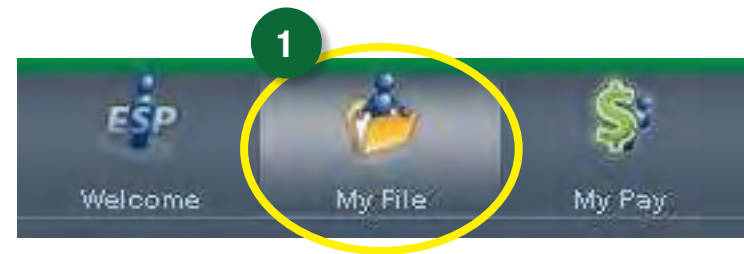
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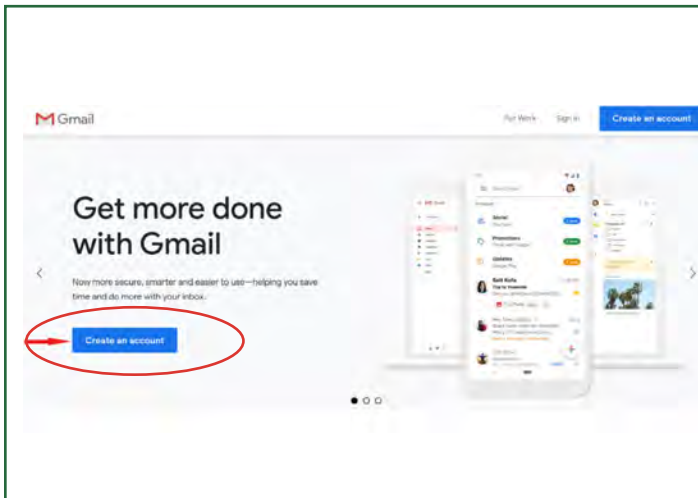
1. Click on **My File** at the top of the Welcome Page.
2. Click on **Contact Information** at the top of the summary box.
3. On the detail screen click in the field you want to change.
Please update or enter both your email address and phone numbers including mobile phone and/or landline.
4. When you complete your adjustments click on the **Save** button on the bottom left corner of the personal information detail screen.

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This screenshot shows the 'Contact Information' detail form. The title 'Contact Information' is at the top. Below it, a message says 'Use the form below to keep your contact information up to date.' There are three main sections: 'Telephone', 'E-mail', and 'Mailing Address'. The 'Telephone' section has fields for 'Telephone 1' (306 555-2569) and 'Telephone 2'. The 'E-mail' section has a field for the email address. The 'Mailing Address' section has fields for 'Address 1' (301 COBBLESTONE WAY), 'Address 2', 'City' (BEDROCK), 'Province' (SASKATCHEWAN), 'Country' (CANADA), and 'Postal Code' (S4T 4N9). There are checkboxes for 'Listed' (checked for Telephone 1, unchecked for Telephone 2). The 'Save' button is circled in yellow and marked with a green circle containing the number 4.

Creating a Gmail Account



Step 1
Click on “Create an Account”

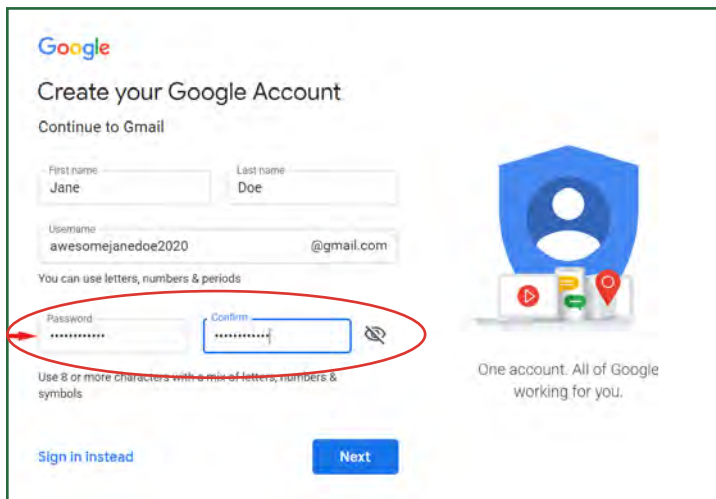
A screenshot of the 'Create your Google Account' page. The page title is 'Create your Google Account' with a subtitle 'Continue to Gmail'. There are input fields for 'First name' and 'Last name'. The 'First name' field is circled in red with a red arrow pointing to it. Below these are fields for 'Username' (with a placeholder '@gmail.com') and 'Password' (with a 'Confirm' field). A note states 'You can use letters, numbers & periods'. At the bottom, there is a 'Sign in instead' link and a 'Next' button. To the right, there is a graphic of a blue shield with a person icon and a laptop displaying Google services.

Step 2
Enter “First Name/Last Name”

A screenshot of the 'Create your Google Account' page, showing the next step. The 'First name' field is now filled with 'Jane' and the 'Last name' field is filled with 'Doe'. The 'Username' field is circled in red with a red arrow pointing to it, and it contains a placeholder '@gmail.com'. The 'Password' and 'Confirm' fields are still empty. The same note 'You can use letters, numbers & periods' is present. The 'Sign in instead' link and 'Next' button are at the bottom. The graphic on the right is the same as in the previous step.

Step 3
Enter a username.
For example:
awesomejanedoe2022

Creating a Gmail Account (cont'd)



Google

Create your Google Account

Continue to Gmail

First name: Jane Last name: Doe

Username: awesomejanedoe2020@gmail.com

You can use letters, numbers & periods

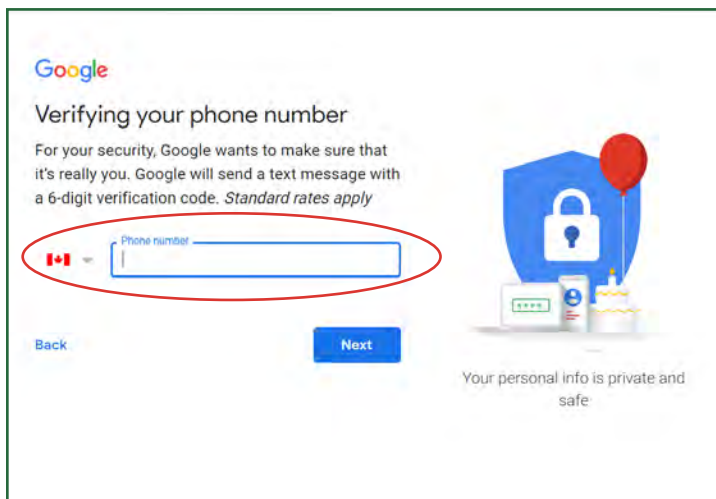
Password: [redacted] Confirm: [redacted]

Use 8 or more characters with a mix of letters, numbers & symbols

One account. All of Google working for you.

[Sign in instead](#) [Next](#)

Step 4
Enter a password



Google

Verifying your phone number

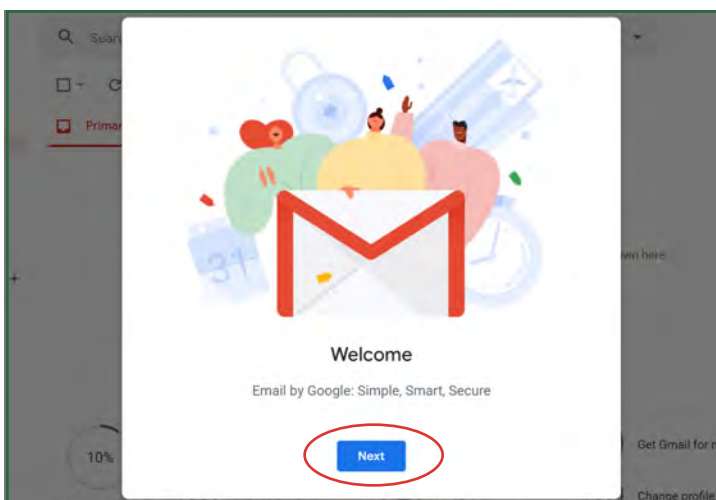
For your security, Google wants to make sure that it's really you. Google will send a text message with a 6-digit verification code. *Standard rates apply*

Phone number: [redacted]

Back [Next](#)

Your personal info is private and safe

Step 5
Verify your phone number



Welcome

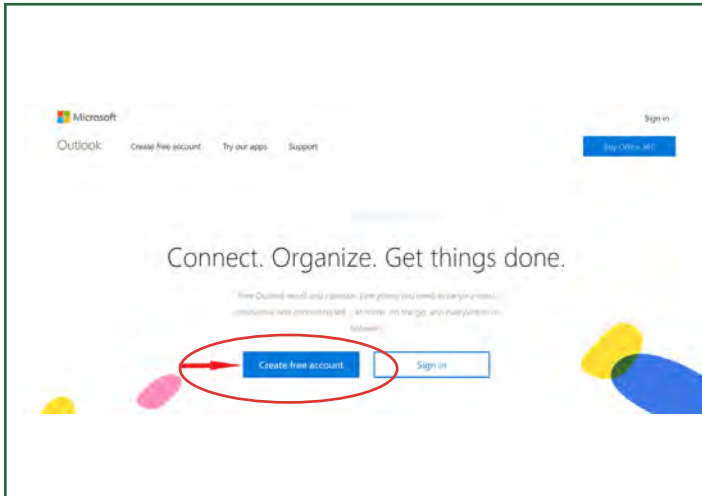
Email by Google: Simple, Smart, Secure

[Next](#)

Step 6
Begin sending
and receiving emails!

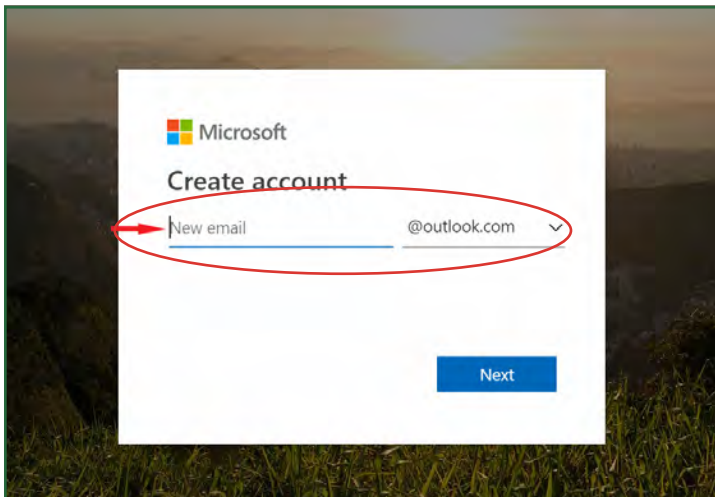
Visit aimsproject.ca

Creating a Hotmail Account



Step 1

Click on “Create free account”

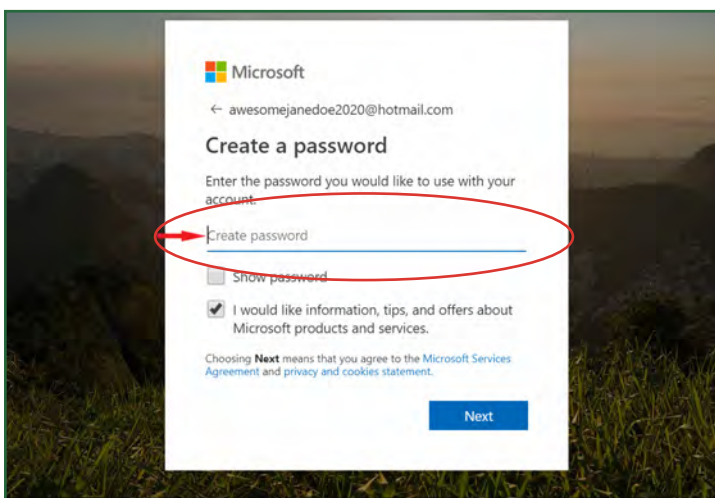


Step 2

Enter a username.

For example:

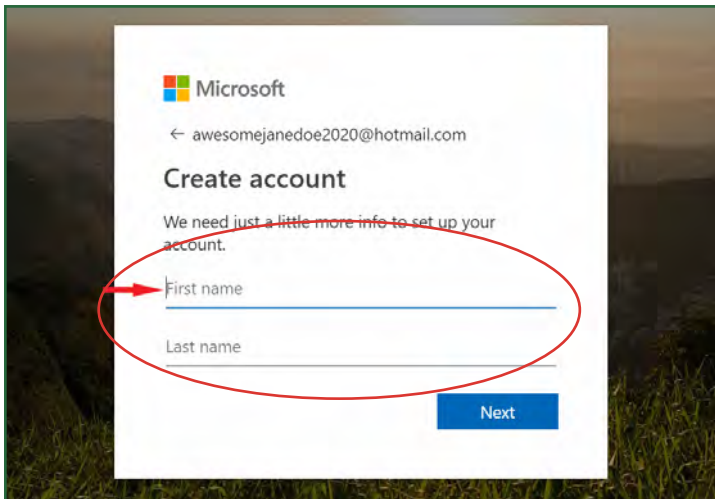
awesomejanedoe2022



Step 3

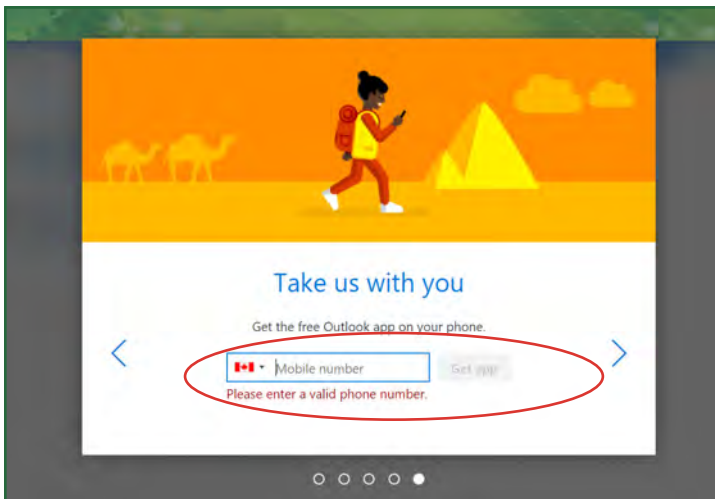
Enter a password

Creating a Hotmail Account (cont'd)



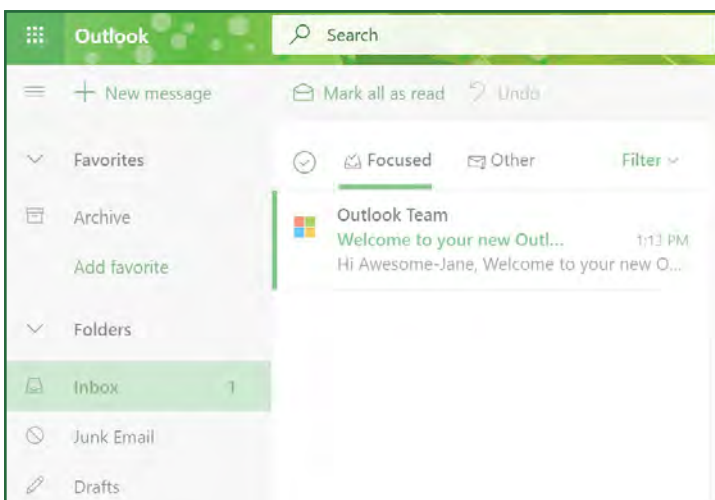
Step 4

Enter “First Name / Last Name”



Step 5

Verify your phone number



Step 6

Begin sending and receiving emails!

Visit aimsproject.ca