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

MEDICAL CENTRE

Maria Jane Smith
Employee ID: 27859

ID card no. 000024324001

AIMS Administrative Information Management System

Updating Employee Information
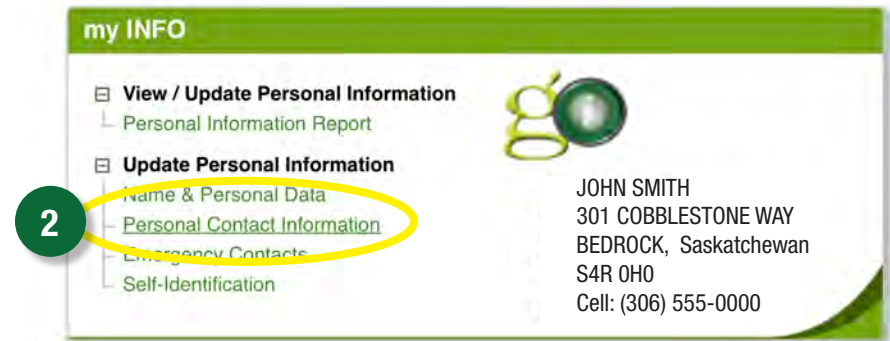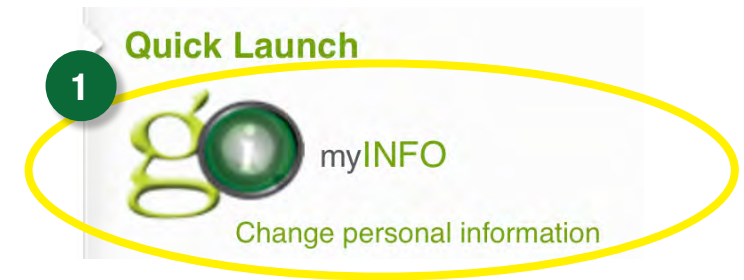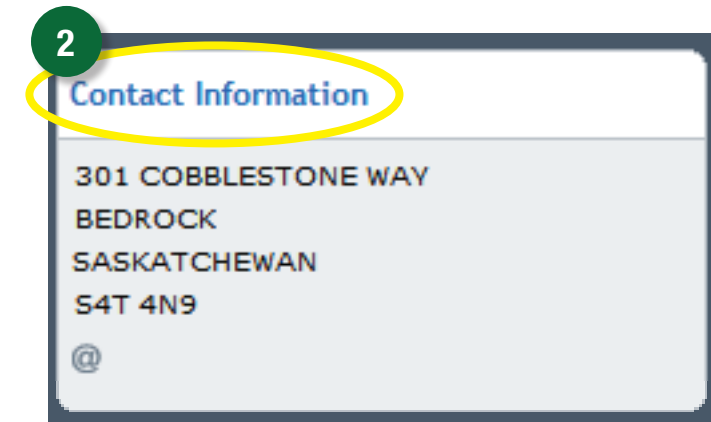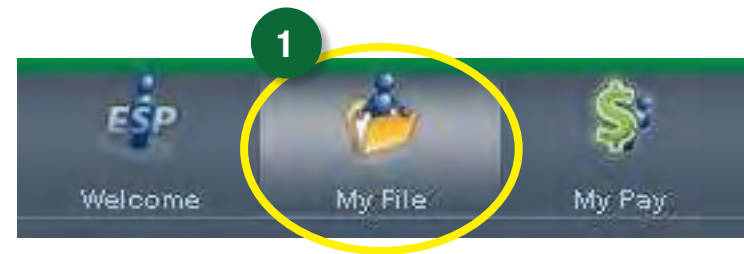
Go to www.mygatewayonline.com

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.
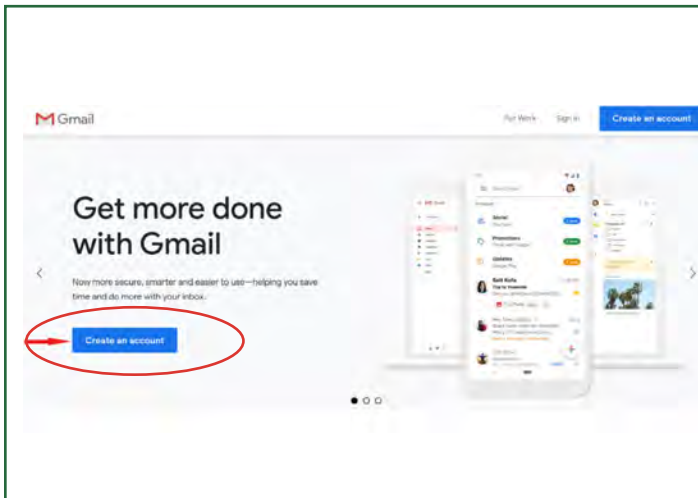
1. Click on **myINFO** under Quick Launch.

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

AIMS
Administrative
Information
Management System

Updating Employee Information

Go to www.mygatewayonline.rqhealth.ca

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

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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.

For more information go to www.AIMSproject.ca

AIMS
Administrative Information Management System

Creating a Gmail Account

Step 1
Click on "Create an Account"

Step 2
Enter "First Name/Last Name"

Step 3
Enter a username.
For example:

awesomejanedoe2022

Creating a Gmail Account (cont'd)

Step 4
Enter a password

Step 5
Verify your phone number

Step 6
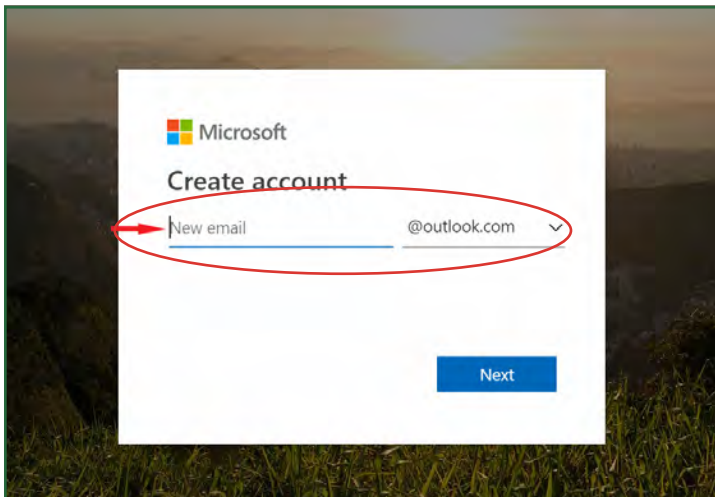Begin sending
and receiving emails!

Visit **aimsproject.ca**

Creating a Hotmail Account
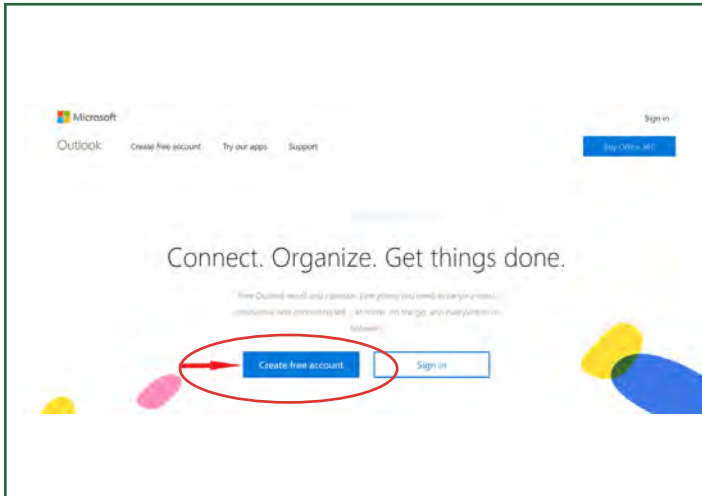
Step 1

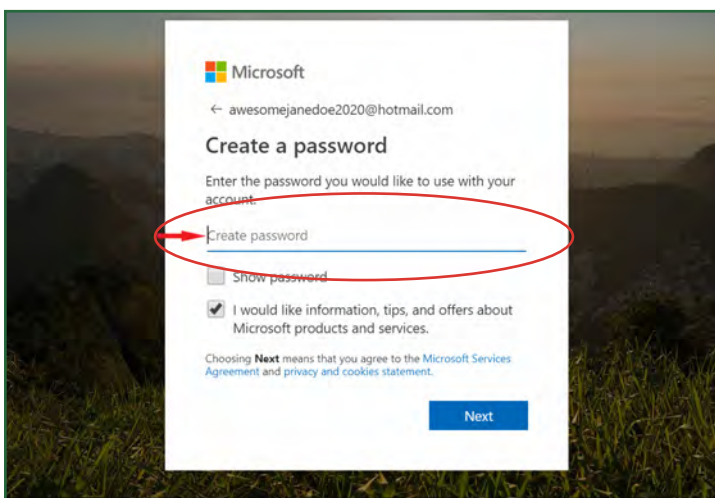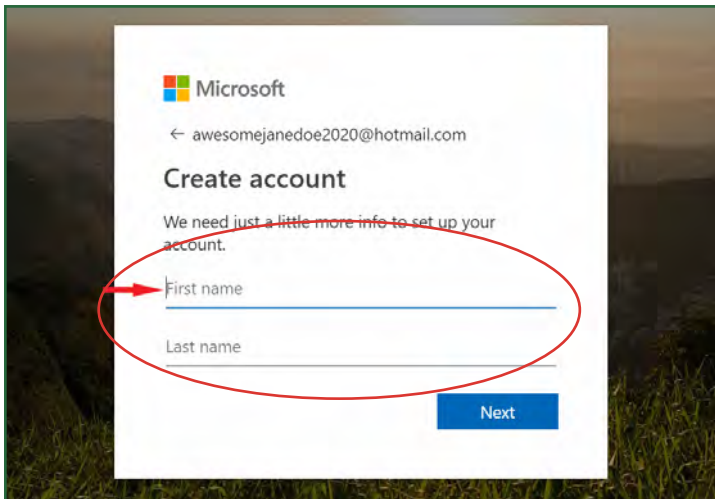Click on "Create free account"

Step 2

Enter a username.
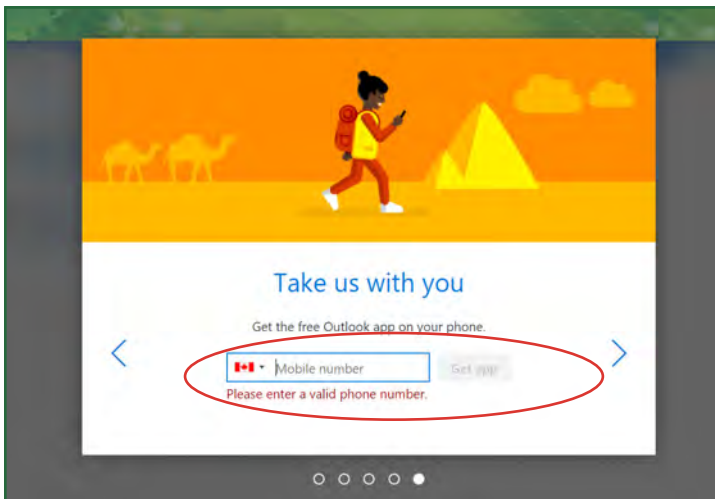For example:

`awesomejanedoe2022`

Step 3

Enter a password

Creating a Hotmail Account (cont'd)
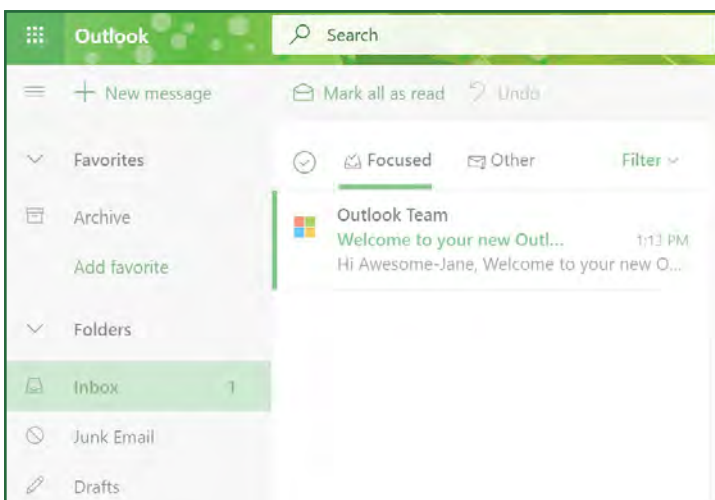

Step 4
Enter "First Name / Last Name"

Step 5
Verify your phone number

Step 6
Begin sending
and receiving emails!

Visit **aimsproject.ca**