



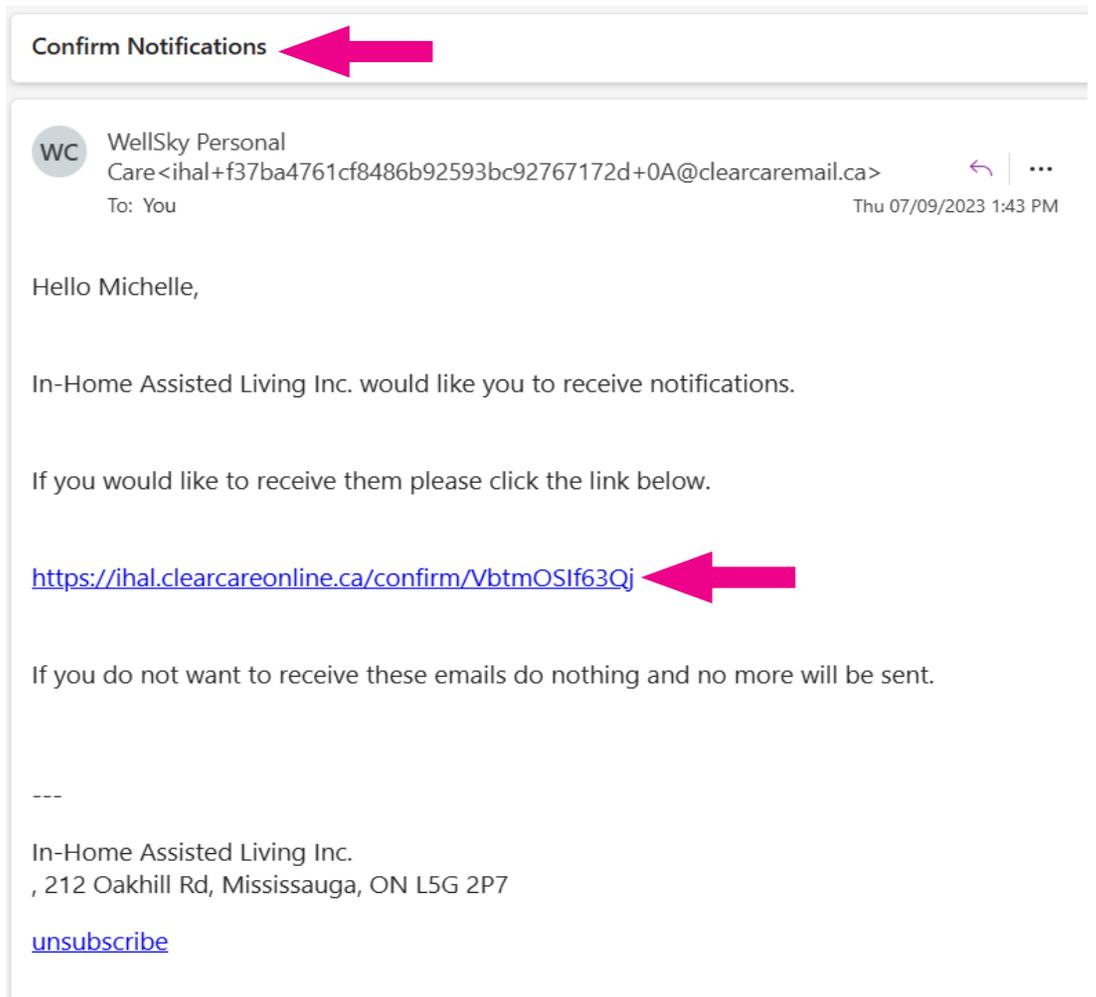
# Wellsky App Instructions

You will use an app called Wellsky to manage schedules, shifts, tasks, and patient profiles.

You will receive an email from **Wellsky Personal** to set up your password.

**Subject:** Confirm Notifications

Click the hyperlink, you will be redirected to a page to create a password.



# First-time User Set Up Instructions

## Step 1:

Download the app on your mobile device available for both Android and iOS.



## Step 2:

WellSky needs permission turned on for location services

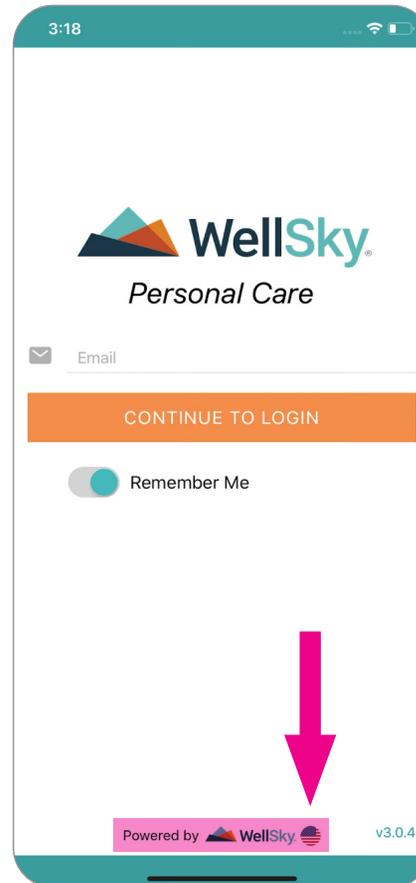
Ensure you go to your device setting:

- Located the WellSky app in the list
- Select WellSky
- Change location to while using.



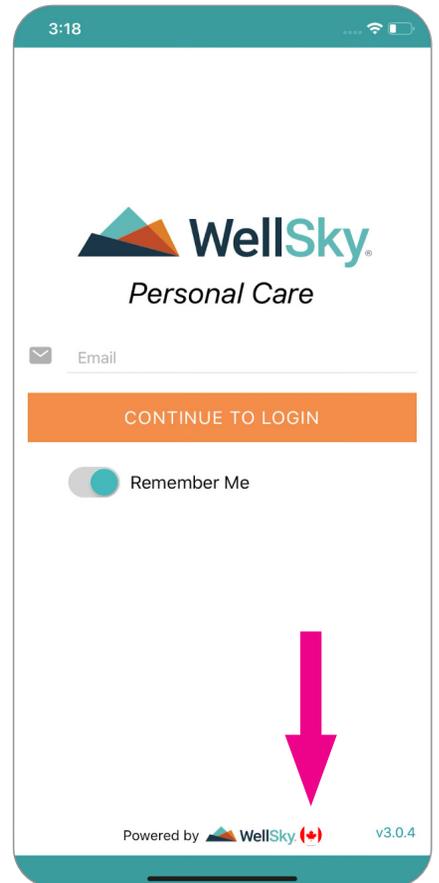
## Step 3:

The first time you open the app it will default to USA. You must change this to Canada to log in.



## Step 4:

To change to Canada tap and hold the USA flag icon, and change to Canada when the option appears.

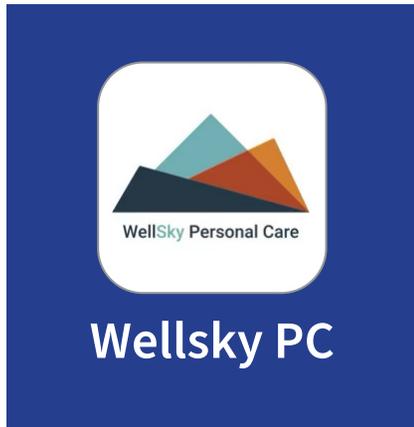




# How to Login for the First Time

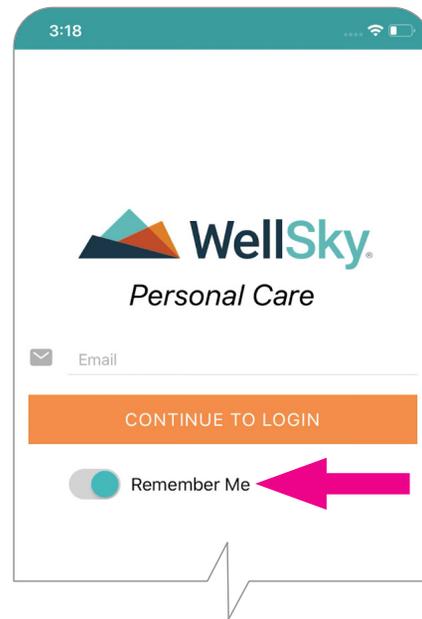
## Step 1:

Open the WellSky app on your device



## Step 2:

Use the 'Remember Me' option for the app to remember your e-mail address. For security purposes, you will need to enter your password each time.



## Step 3:

Username is your email address  
Password-one you created using the link

## Step 4:

Review the tutorial

