

# Creating a Shortcut to access your KHSC Volgistics Profile on a desktop or laptop

(request separate instructions from a member of the Volunteer Services staff for an Apple or Android device)

Kingston Health  
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Transforming care together

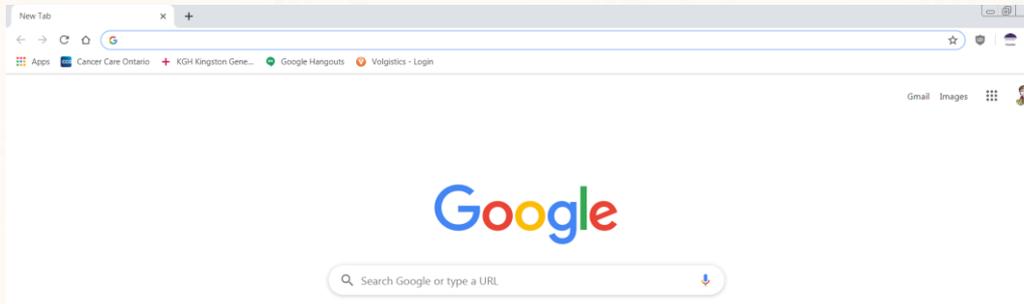
# Creating a shortcut to Volgistics Log In Page



## Step 1: Open a web browser.



The screenshots in this section show how to do this with the Chrome browser on a desktop computer. The process will be similar with other browsers and devices.



# Creating a shortcut to Volgistics Log In Page



## Step 2: Open the HDH or KGH website

- Open the HDH website [www.hoteldieu.com](http://www.hoteldieu.com) click on Careers & Volunteers and then the *Volgistics Profile & Schedule* link

**OR**

- Open the KGH website [www.kgh.on.ca](http://www.kgh.on.ca) click on Working & Volunteering and then Our Volunteers and then the Resources for Current Volunteers link on the right



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## Step 3: Open the Log-in page

In the first paragraph, click where it says “...click here”

### Accessing your profile and updating your schedule

If you are a current volunteer and you would like to access your schedule, update your profile, read mail, check service history, enter your offsite hours (if applicable) and change your password [Click here](#). If you don't have an online schedule and you need to report a one-time or short term absence contact Volunteer Services at 613-549-6666 ext 2359 or Auxiliary Services at extension 6352 or [click here to send an email](#).

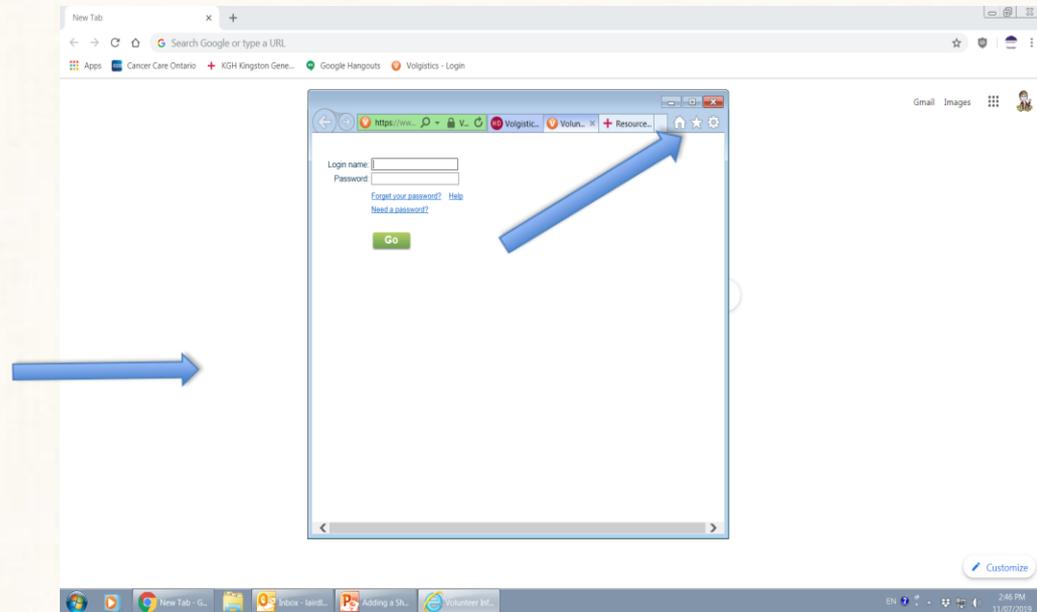
If you would like more information on [how to use your Volgistics profile](#), [click here](#).



# Creating a shortcut to Volgistics Log In Page

**Step 4:** View web browser and computer screen at the same time

When the screen to enter your email and password is displayed, resize your web browser (click the minimize button at top right) so you can see the browser and your desktop in the same screen.



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## Step 5: Drag to the desktop screen

1. Left click the icon or website description located to the left side of the address bar. This is where you see the full URL to the website.

2. Continue to hold down the mouse button and drag the icon to your desktop (main screen or task bar at the bottom. Release the mouse.

This creates the shortcut.

