

Creating a Shortcut to access your KHSC Volgistics Profile on an iOS Device (iphone, ipad, etc.)

(request separate instructions from a member of the Volunteer Services staff for an android device or desktop/laptop)

Kingston Health
Sciences Centre

Centre des sciences de
la santé de Kingston



Transforming care together

Creating a shortcut to Volgistics Log In Page



Step 1: Open the Safari web browser. The Google web browser will not allow you to make a shortcut.



The screenshots and directions below are from an iPhone 5s. The process will be similar with other iPhone models or Apple devices.

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Step 2: Open the HDH or KGH website

- Open the HDH website www.hoteldieu.com click on Careers & Volunteers and then the *Volgistics Profile & Schedule* link

OR

- Open the KGH website 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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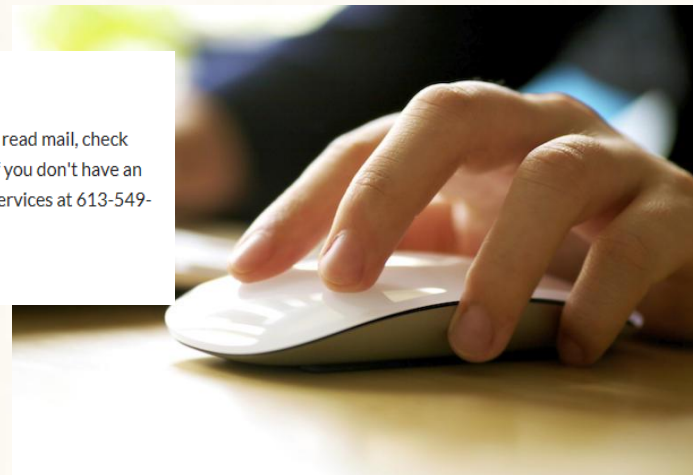
Step 3: Open the Log-in page

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 Auxillary Services at extension 6352 or [click here to send an email](#).

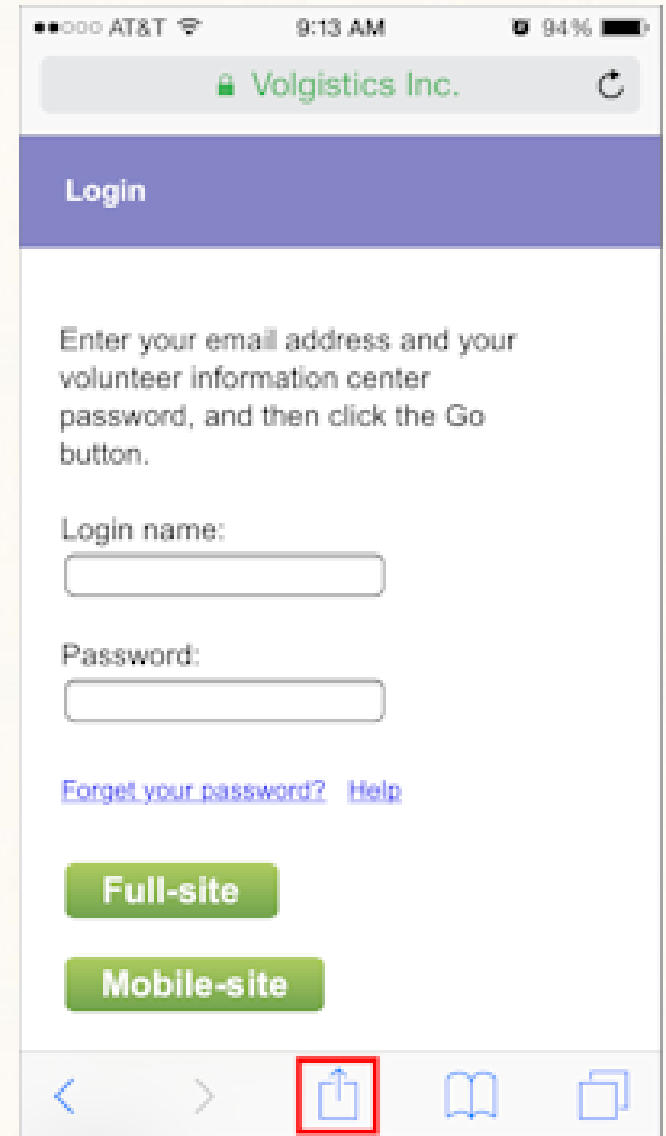
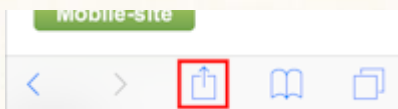
If you would like more information on [how to use your Volgistics profile](#), [click here](#).



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Step 4: Tap the Share icon

When the screen to enter your Login Name (email address) and password email and password is displayed, tap the Share icon.



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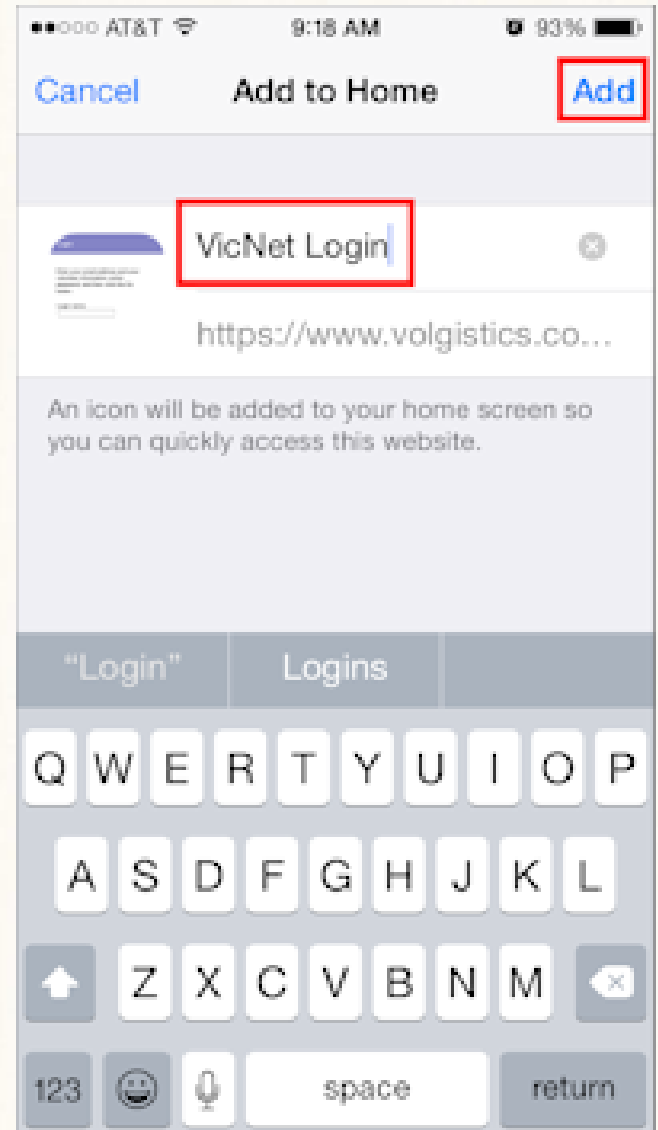
Step 5: Select “Add to Home Screen”



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Step 6: Create a Name

- Create a name for the shortcut
- Tap the “Add” link



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You should now be able to simply tap the icon for the shortcut on your home screen to go to the VicNet portal to login.

