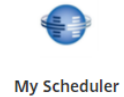
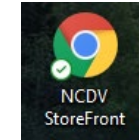


# My Scheduler

- ❑ My Scheduler is an **online** website (NOT a downloadable app) accessible **via Google Chrome** which allows staff to sign-up for their scheduling preferences to the upcoming schedule period.

- ❑ **To access at work:** log into **NCDV Storefront** and click on My Scheduler.



- ❑ **To access from home:** access Google chrome from your home computer and go to <https://myscheduler.hcahealthcare.cloud>. You must access this website via **Google Chrome**. Log in with your 3/4 ID, password, and if the Domain field is blank, enter HCA.

- ❑ The MyScheduler homepage displays your current schedule period in calendar format. Click the arrows next to the schedule period date to view past or future schedule periods. Click MyScheduler icon in the screen header or the home icon in the calendar view to return to the current schedule period.

- ❑ Refer to the MyScheduler job aid and short video in your Healthstream for detailed instructions on how to self schedule, swap shifts, etc.

- ❑ If something isn't functioning as expected, submit a service central ticket.

- ❑ **The Help Desk can be contacted at 1-855-727-2967**



**\*\* For additional information on Facility Scheduler or My Scheduler, refer to the [Atlas Connect Page](#).**



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