

## Access to OneStaff Web Scheduler

### How to Log in to *OneStaff Web Scheduler* Via *CMH Intranet*

OneStaff Web Scheduler is being progressively rolled out to all work locations.

Click on the *Onestaff Web Scheduler* link on Paanui.

### How to Log in to *OneStaff Web Scheduler* Via the *Internet*

Enter the URL <https://OnestaffCMH.hanz.health.nz/> into your internet browser.

Type in your OneStaff Web Scheduler username and enter your password.

If you do not have a **OneStaff Web Scheduler** username and password please talk to your manager.

### How to Log in to *OneStaff Web Scheduler* Via Your Smartphone

OneStaff Web Scheduler is available to view on your smartphone, tablet or iPad. First, download the **ANSOS2GO** app from the Apps store, Google Play Store or other applications store specified by your service provider.

After the download is complete, to register your device with CMH Onestaff, enter the following URL <https://OnestaffCMH.hanz.health.nz/>

Proceed to log in with your OneStaff Web Scheduler username and password. Onestaff Scheduler via your smartphone, tablet or smartphone also includes a secure PIN number. Please keep your PIN number safe and do not write it down.

### Security and Support

It is important that you keep your *OneStaff Web Scheduler* password and PIN secure and do not allow anyone to log on for you. Always log off internet *OneStaff Web Scheduler* when you have finished or when you are not at your computer and close your internet browser.

If you experience problems with the *OneStaff Web Scheduler* system, you can contact your local IS Service Desk on (09) 276 0044 ext 52266 who will only be able to help you with the *OneStaff Web Scheduler* system. Unfortunately we cannot help you with any issues with your home computer, internet browser or Smartphone setup.

If you require assistance with how to use the *OneStaff Web Scheduler* please contact [MMCIS@middlemore.co.nz](mailto:MMCIS@middlemore.co.nz)

If you have queries with the information shown on your schedule please discuss these with your Charge Nurse, Manager or Scheduling Administrator.

### Forgotten Username / Password

If you forget your username or password for *OneStaff Web Scheduler* you will need to log a request with Middlemore Central at the following e-mail address: [MMCIS@middlemore.co.nz](mailto:MMCIS@middlemore.co.nz)

**Password resets are only available Monday to Friday 7:00am to 4:00pm.**

### *OneStaff Web Scheduler* Not Logging In

If you get to the login screen and you enter **your user name** and **password** and get no response, please check your internet security and privacy settings in your internet browser. If your privacy settings are set to High (block all cookies) this may stop your access to *Onestaff Web Scheduler*.