ROSS MEMORIAL HOSPITAL Kawartha Lakes — ScheduleME

ScheduleME Web Portal Registration – updated May 28, 2018

1. Type rmh.ncsmartcall.com in address bar and press Enter.

2. Click on **Register Here** beside **Don't have an account?**:

Please Log In

Please enter your employee number (as it appears on your pay stub) and your password.

Employee Number:

Password:

Log In

Don't have an account? Register Here

3. Type your **Employee Number** into the box on the next page, then click **Find My Data**:

Welcome to ScheduleME!

Employee Number:

Employee number as it appears on your pay stub.

Find My Data

4. The following message will appear:

Continue Registration

A registration email has been sent to you at Your email @rmh.org, which will allow you to continue.

5. Please follow the instructions received in message to your work email address to complete *ScheduleME* registration.

Questions? Please email ScheduleME@rmh.org or call Scheduling Office at (705) 328-6103