

# Creating a Shortcut to access your KHSC Volgistics Profile on an Android Device

(request separate instructions from a member of the Volunteer Services staff for an Apple 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 a web browser. With an Android device, you can use any web browser to place a shortcut on your home screen.



The screenshots in this section show how to do this with the Chrome browser on an Android tablet. 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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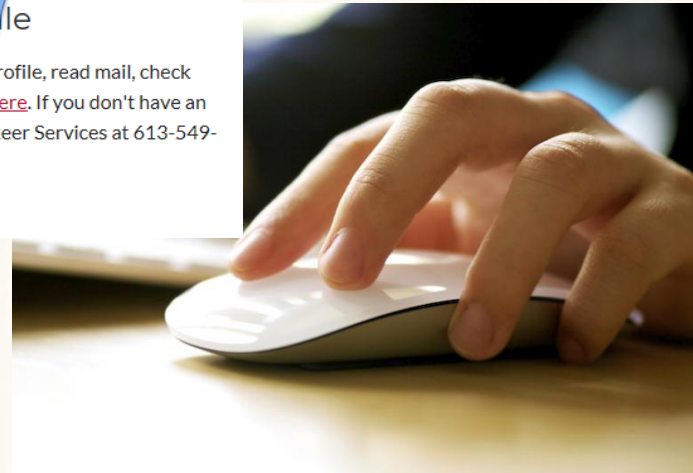
## Step 3: Open the Log-in page

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](#).

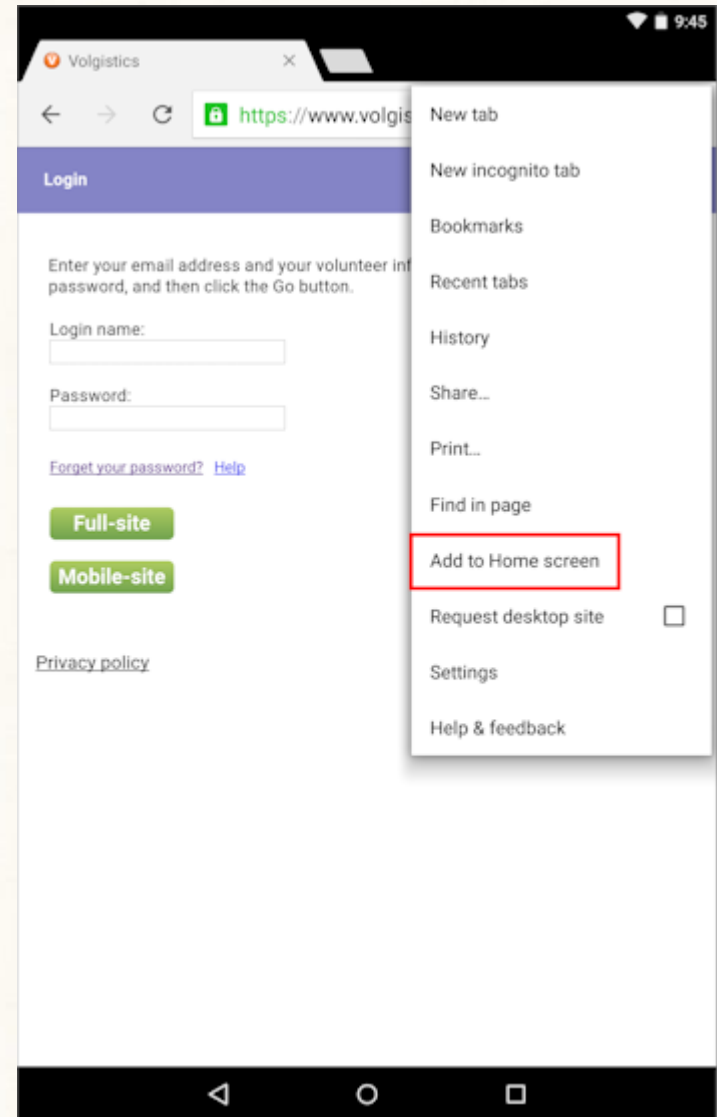
If you would like more information on [how to use your Volgistics profile](#), [click here](#).



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## Step 4: Add to Home Screen

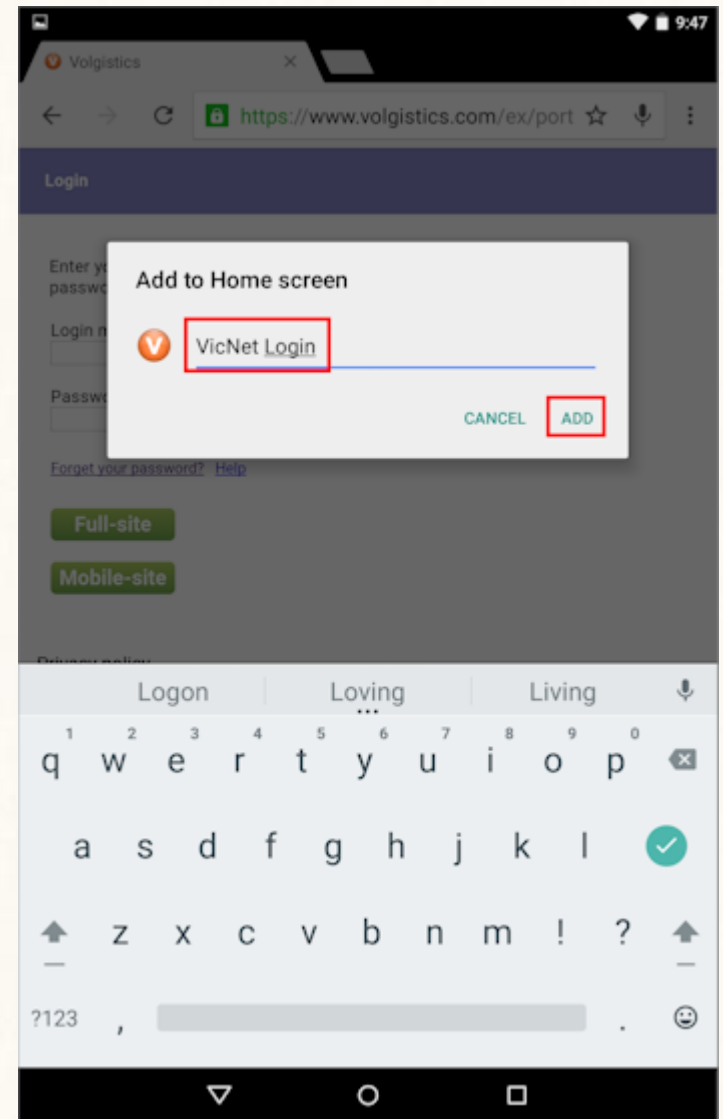
When the screen to enter your Login Name (email address) and password is displayed, tap the web browser's menu and select *Add to Home screen*. (or you might see *Add shortcut on Home Screen*.)



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## Step 5: Create a Name

- Create a name for the shortcut. With some browsers there will not be an option to enter a name so you will need to use the default.
- 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.

