

## INTRODUCING THE ME APP!

The eRostrering team are pleased to announce that the Allocate Me App and Desktop version are now available to use to all Medway Foundation Staff!

1. Select the ME link on internal systems on the Trust Intranet
2. Create ME account using your preferred email address and create a password (password must include a CAPITAL letter, 1 number and be at least 8 characters long)
3. Wait for the email to come through and click “Activate” in the email and return back to the page you were on to login
4. Log in using your email address and password that you created in step 1
5. You will then need to confirm the privacy statements
6. Select organisation Medway and click Next
7. Now you can input your Employee Online/MedicOnline login details and select “Associate”
8. You are now logged in and have a ME account
9. Download the ME App from the App store or Play store to access easily on your smartphone

## Why download the Me App?

1. View your rosters on the go on your mobile
2. View your leave entitlement
3. Request annual leave and study leave
4. View and book available bank/locum shifts
5. View your team’s roster (Medical only)
6. Claim your expenses – upload photos of your receipts straight from your phone!
7. One login for everything
8. It works in real time – it’s super quick!
9. It will automatically update – no more broken links
10. Access it anywhere in the world!

