With me you can!

Me is an app that provides you with complete visibility of your work schedule and makes it easier to manage. If you're already using Employee Online or Medic Online then you're ready to get going with Me.

- **This App will replace EOL and MOL**
- **You can view rosters**
- **You can book annual leave & study leave**
- **Greater visibility of leave entitlements**

1

Go to your device app store – the App Store for Apple devices and the Google Play Store for Android devices – and search for Me from Allocate.
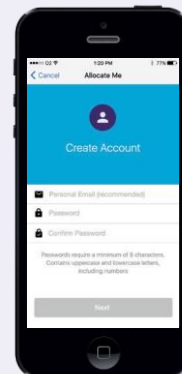
Install and Open the app.

First time users must select Create Account.

2

Enter an Email address and Password. The email address used should be one you can access on your device. The password must be at least 8 characters in length and contain at least one capital letter and one number.
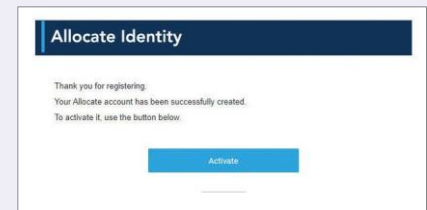
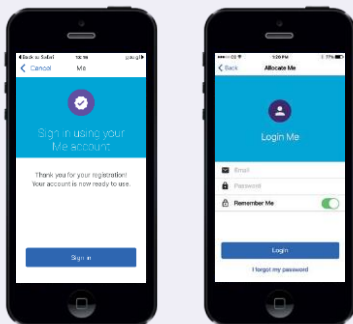You will need to confirm the password. Once you're done, press Create Account.

3

A verification email is sent to the email address you entered. Go to your email account, find the verification email (see below), and click on Activate.

Allocate Identity

Thank you for registering.
Your Allocate account has been successfully created.
To activate it, use the button below.

Activate

4 The app will be presented. It's now time to login to the app. Press Sign In and enter your Email address and Password. Tick Remember Login. Then press Login.

5 Once logged into the app you need to complete a series of simple tasks. Press on Continue and then:
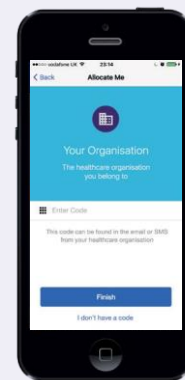
Read and accept the Privacy Policy

Read and agree to the Terms and Conditions

6 The ultimate step is to link the app to your organisation. From the Your organisation screen, tap on Search and select from the list.

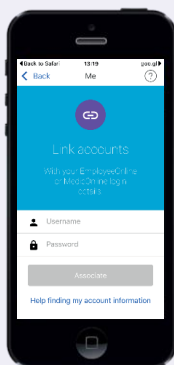Only those organisations licensed to use Me will be listed. Then press Next.

7 The final step is to associate, or link, the app to your existing Employee Online (EOL) or Medic Online (MOL) account.

Enter your EOL/MOL Username and Password.

Then tap Associate.

You're now ready to start using Me.

A website version is also available at: **www.allocateme.com**
If you require any further information please contact:

Medical rostering
Email:
Stees.medicalrostering.support@nhs.net

Rostering
Email: stees.erostering.support@nhs.net