



Me - App

How to download Me-App and set up and link your

Employee online account on your smartphone

Purpose

The purpose of these documents is to detail how to download the Me-App application on your smartphone and how to link it to your Employee Online account

What is it?

Me from allocate who are the people that provide us with Employee Online and Healthroster is an app that provides you with visibility to your work schedule and makes it easier to manage. If you're already using Employee Online then you're ready to get going with Me App

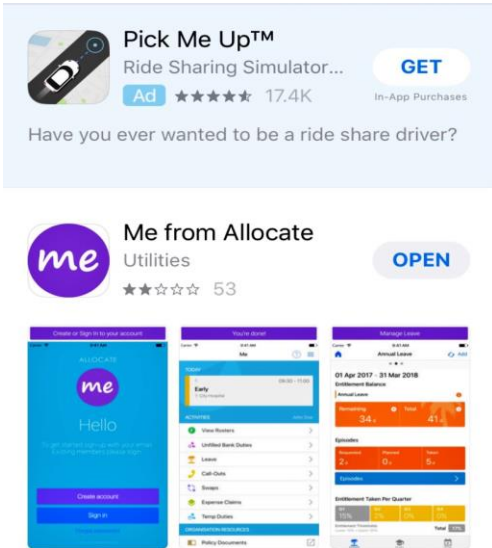
With the app, you can:

- Quickly view your daily work schedule
- Improve your work life balance by requesting shifts on future rosters
- Manage your annual leave in seconds

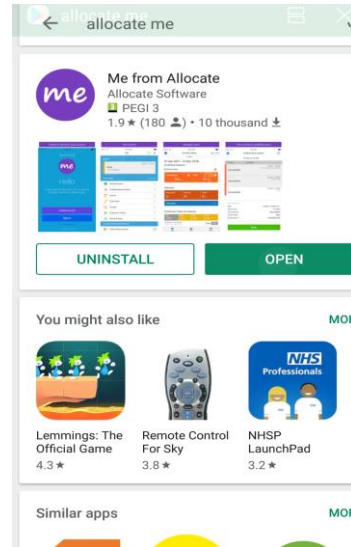
Downloading

In your app Store search for “Me from Allocate”

IOS

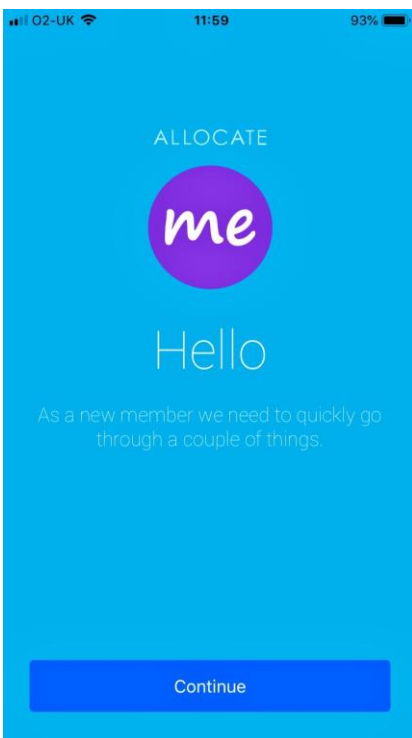


Android

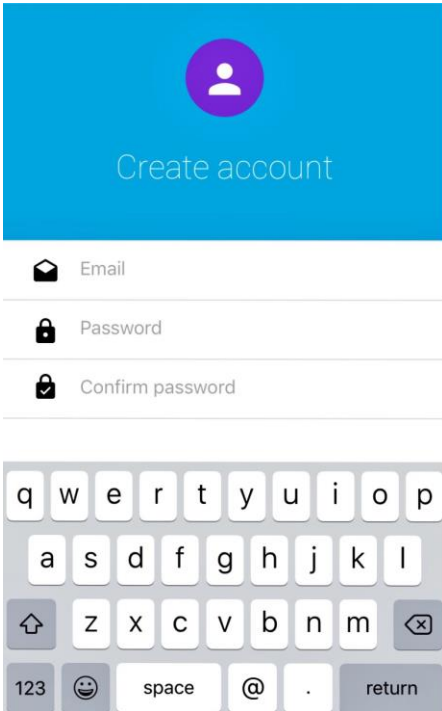


All screenshots from here are the same whether you are using an IOS or Android device.

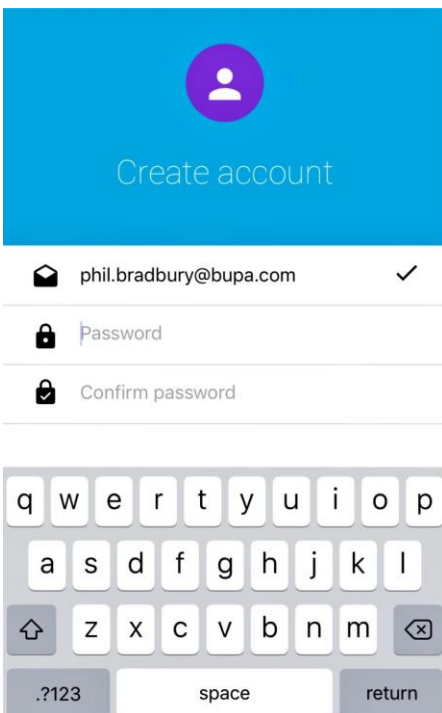
You will then be taken to a “New Member” screen. Click continue



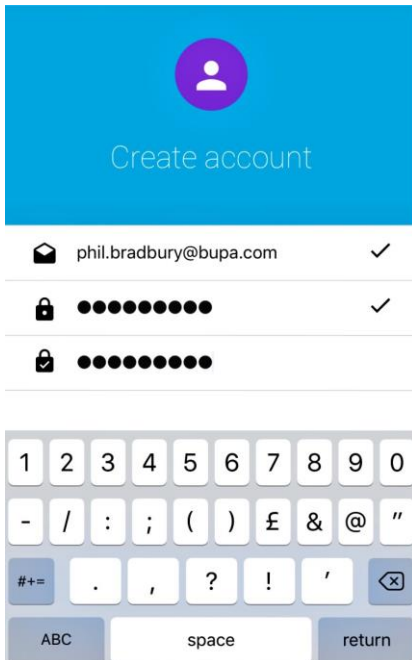
A "Create Account" screen will open



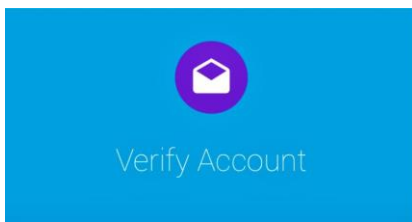
Enter your e-mail address. It may be beneficial to use the e-mail address you initially used to set up your employee online account. Make sure you have access to this e-mail account as you will need it later on in the ME App setting up process



Enter and repeat a password (This can be a password of your choosing. It doesn't have to be the password you normally use to log into your BUPA e-mails or Employee online) a tick will show at the end of the line to confirm the details have been recognised



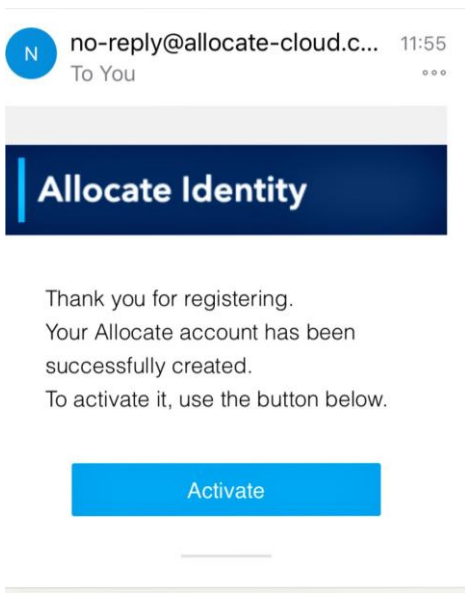
You will then need to check your e-mails to confirm that your Allocate/Me App account has been successfully created.



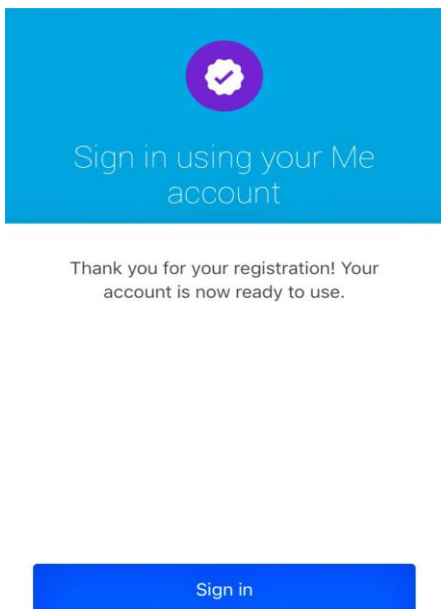
Please check your email and click the link to continue

[Not received the email](#)

Once the account has been created click on the “Activate” tab



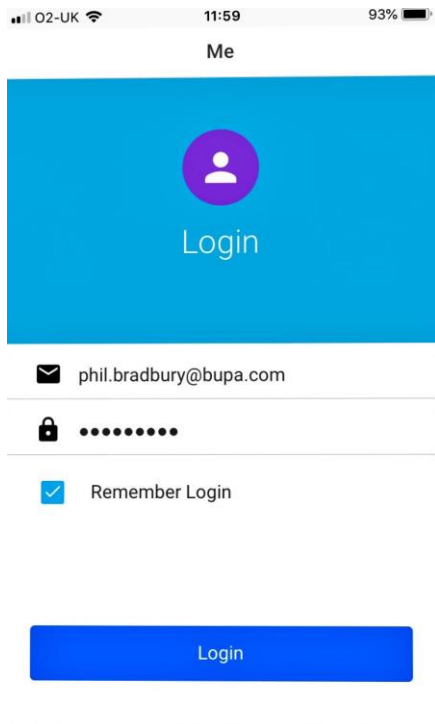
The registration process has now been completed



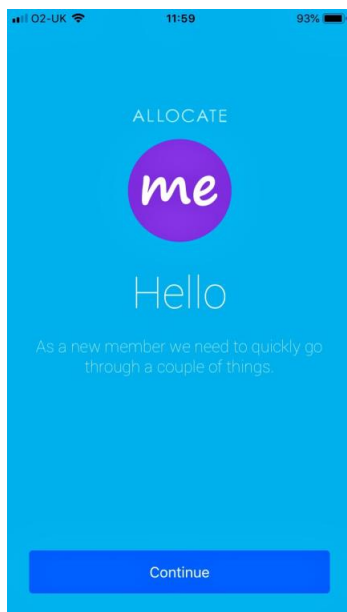
Linking your Me app to your Employee Online account

To fully complete the set up you will need to sign in to the app and link the Me app to your employee Online account

Log in with the same e-mail address and password you used a few steps ago. Don't forget to tick the "Remember Login" box



You will then need to complete a couple of formalities. Click continue.



Privacy Policy - Read through the privacy policy and scroll down clicking "I accept" once completed

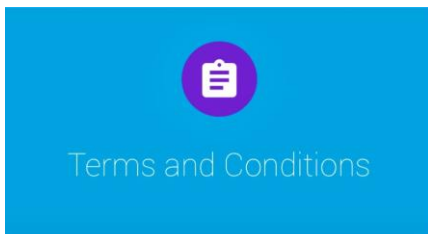


What is this Privacy Policy for?

1. This Privacy Policy relates to the use of the Allocate Me app and its associated services (including the CloudStaff service), as well as other services that may be provided to you by us, from time to time. Please read it carefully. We take your privacy seriously and wish to be as open and transparent as possible about how Allocate collects, processes and uses personal data and other data. By installing or using the Allocate Me app and associated services you agree that this Privacy Policy will apply to you.

Your statutory rights

Read through the Terms and conditions, clicking "I Accept" once completed.

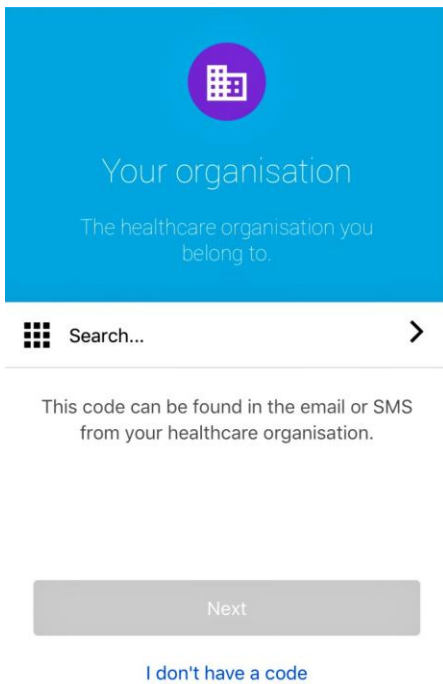


Acceptance of and changes to Terms

1. This is a legally binding agreement; please read it carefully. By installing or using the Allocate Me app (the name of the app may change from time to time) and associated services you agree that these terms, together with our Acceptable Use Policy, which can be found at www.allocatesoftware.com/allocateme-acceptable-use-policy/ and our Privacy Policy, which can be found at <https://me.allocate-cloud.co.uk/Web/view/privacypolicy>, (together the "Terms" or "agreement") will apply to you and your use of Allocate Me.

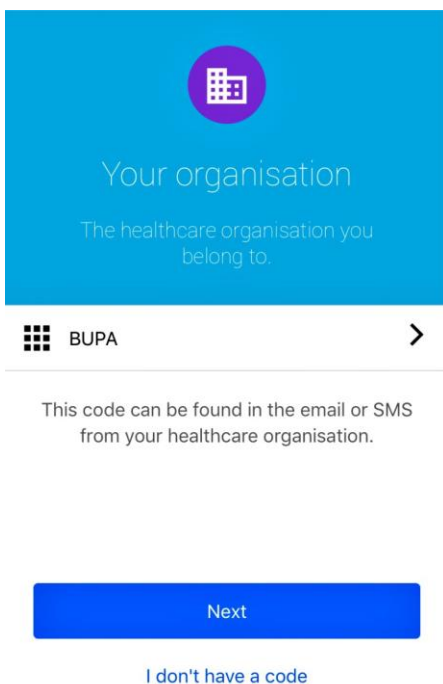
2. We intend to continue to develop Allocate Me so that it remains as useful as possible.

Enter details of your organisation by searching for/selecting BUPA

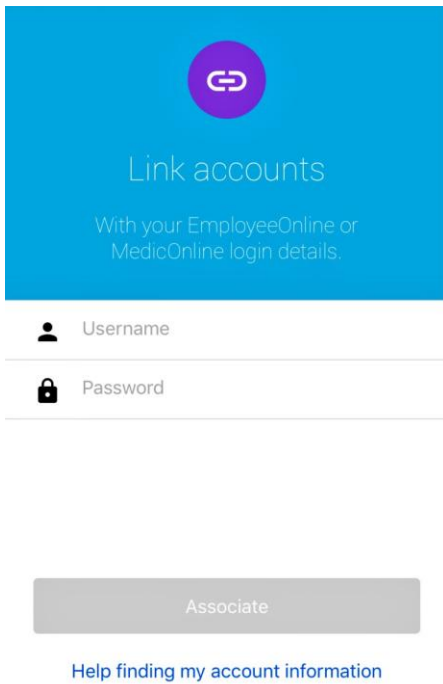


- Betsi Cadwaladr >
- Blackpool Teaching Hosp NHS Foundation Trust >
- Brighton and Sussex University Hospital NHS Trust >
- Bristol Community Health CIC >
- Bromley Healthcare Community Company Limited >
- BUPA >
- BUPA Cromwell Hospital >

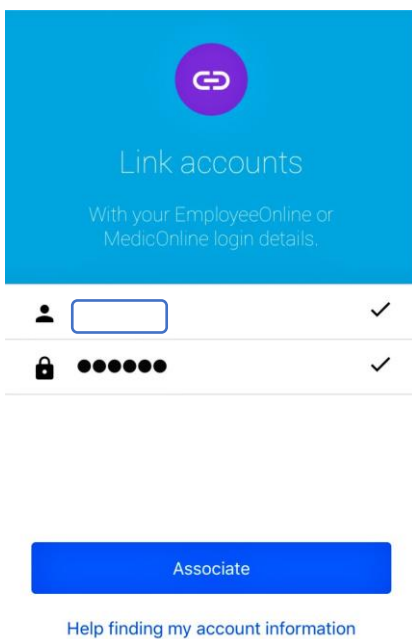
Once you have found BUPA, click the next tab



Link your ME-App to your Employee Online account by entering your Employee Online Log in details



Click the “Associate” tab once done



You can now obtain/view all details you previously had access to in Employee Online in the new “Me App” on your smartphone. You can use either system going forward

BCS HealthRoster Support Desk Contact Details

E-mail: BCShealthrostersupport@bupa.com Telephone: 0161 240 4322

[Me App - How to download and install Me App on your smartphone](#)

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