

Quick Guide: Accessing Workforce ESP Self Service from Mobile Devices

This guide will help you sign into Workforce ESP Self Service (Self Service) from **your work or personal mobile device**.

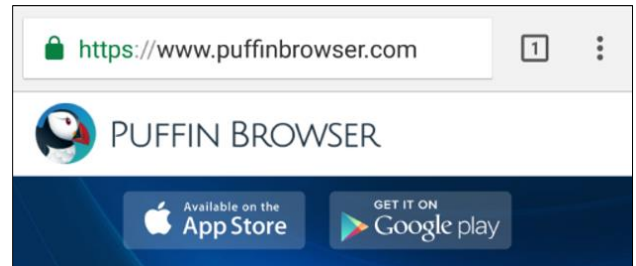


The IT help desk cannot change your personal mobile device settings or provide support for non-AHS mobile applications.

Refer to **Quick Guide: Workforce Self Service at Home (IE)** if you are trying to access Self Service from a PC computer.

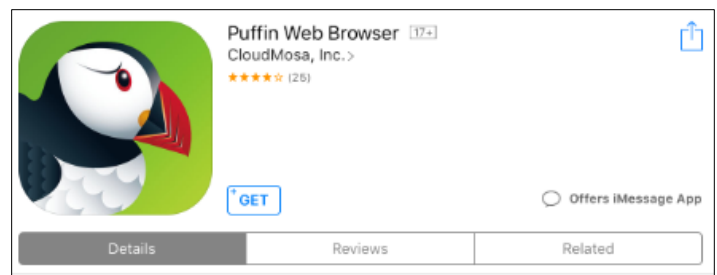
1 Puffin Browser - Mobile devices Only (Non-AHS application)

In your phone's internet browser, go to www.puffinbrowser.com



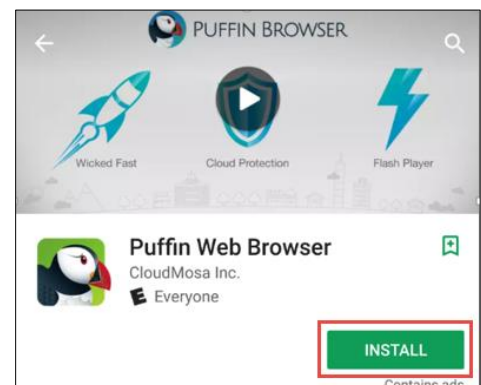
Click "App Store" for all Apple products

- Click "Get" for Apple to install



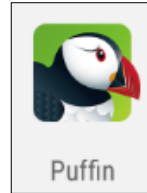
Click "Get It On Google play" for all Android products

- Click "Install" for Android to install



2 Launch Selected Browser

1. Select Puffin icon
 - For first time users please complete set up
2. On the top right of the screen, select the 3 bars symbol
3. Select the gears icon
4. For Website preference, select **Request desktop site** is selected
 - This will reload the website so it fits the page on the device
5. Ensure Pop-ups are set to **Allow**



3 Go to Workforce ESP – Self Service Login Page

1. Type www.AHS.ca/esp in your puffin browser bar
2. Press Enter
3. Select your Zone

Access Workforce ESP – Self Service

For employees scheduled in the Calgary Zone

- [Access Calgary Workforce ESP – Self Service](#)

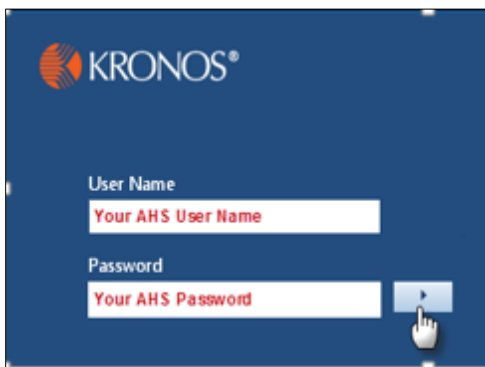
For employees scheduled in the Edmonton Zone

- [Access Edmonton Workforce ESP – Self Service](#)

For employees scheduled in the North, Central, South Zone

- [Access North, Central, South Zone Workforce ESP – Self Service](#)

4 Login to Workforce ESP Self Service



The Access Workforce ESP link will direct you to a Workforce Central log on page.

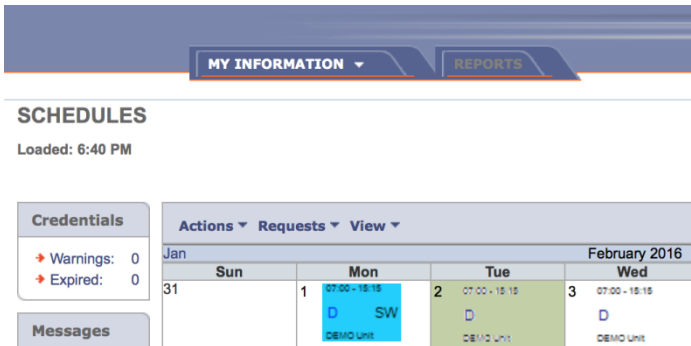
1. Enter your Alberta Health Services (AHS) network username and password
2. Press **Enter**



If you have been contacted with an alternate username and password for Self Service, use those credentials instead.

5 Finish

You are now in Workforce ESP Self Service.



MY INFORMATION | **REPORTS**

SCHEDULES
Loaded: 6:40 PM

Credentials
 Warnings: 0
 Expired: 0

Messages

Actions | **Requests** | **View**

Jan	February 2016		
Sun	Mon	Tue	Wed
31	1 07:00 - 15:15 DEMO Unit SW D	2 07:00 - 15:15 DEMO Unit D	3 07:00 - 15:15 DEMO Unit D

Troubleshooting Workforce ESP – Self Service

Call your IT Service desk if

1. You need assistance with your AHS username and password, (users with multiple accounts will be forwarded to ESP Application Support for assistance during business hours)
2. You need help finding the Workforce ESP – Self Service login page
3. You encounter an error message not described in this guide.



The IT Service desk and ESP Application Support cannot change your mobile device settings or support non-AHS mobile applications.

Would you like a review of Workforce ESP Self Service functionality? Access **Workforce ESP Self Service** e-Learning module on MyLearningLink for a demonstration of how to login to ESP and use its basic functions.