

Login to mySchedule

Overview

Users will login to mySchedule with their employee ID number or LDAP ID and password. Users may have limited access in the system based on responsibility areas.

Process

To access MySchedule select the Empower mySchedule WFM link on the store portal or enter the URL provided below.

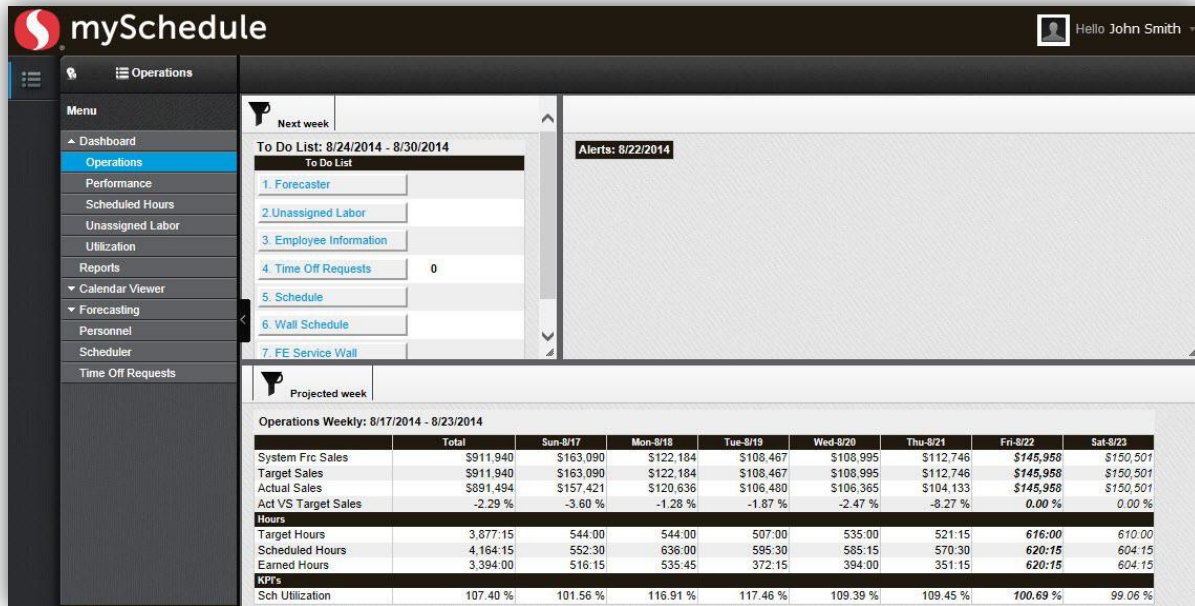
<https://myschedule.safeway.com/WFM/>

1. Click the **User Name** field and type in your employee ID or LDAP
2. Select the **Password** field and type in your password
3. Click **Log In**



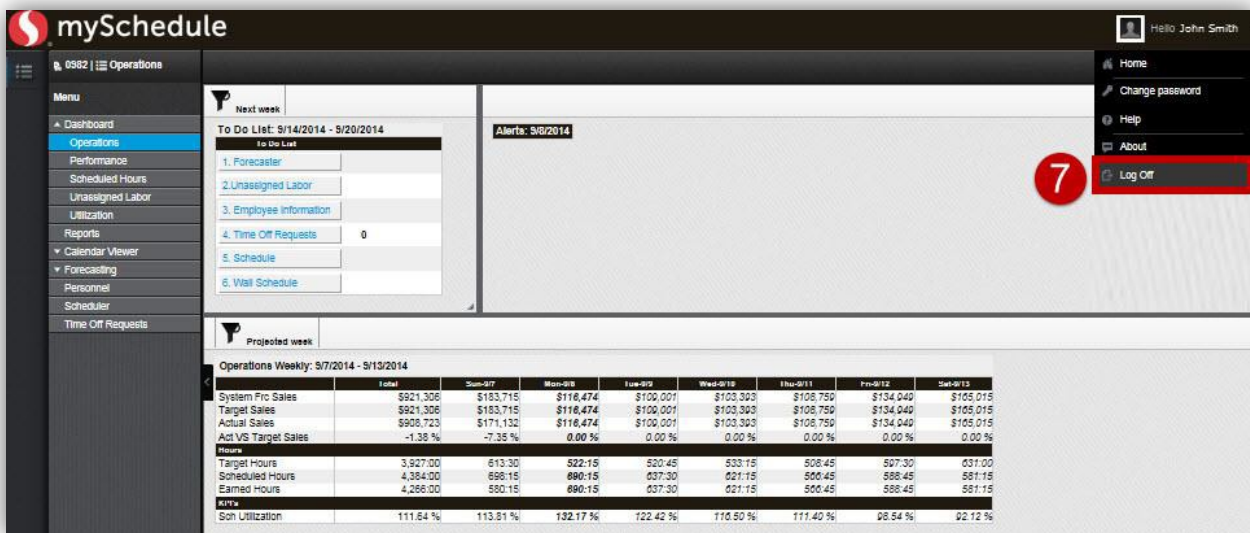
The screenshot shows a 'User Security Check' login form. It features a header with a user icon and the title 'User Security Check'. Below the header are two input fields: 'User Name' containing 'John Smith' and 'Password (Case Sensitive)' with masked characters. A blue 'Log In' button is positioned below the password field. Red circles with numbers 1, 2, and 3 are overlaid on the form to indicate the steps: 1 points to the User Name field, 2 points to the Password field, and 3 points to the Log In button. At the bottom of the form, there is a copyright notice: 'Copyright © Empower Software Solutions, Inc. All rights reserved.'

How to Login mySchedule (continued)



The Operations – Store dashboard will appear as the default screen.

How to Log Off mySchedule



4. Navigate to the Account toolbar (upper right corner), scroll the down the menu and click on **Log Off**.