

AIMS What's Changing: Employee Access to AIMS

Without an email address on file staff will not have an account in AIMS, so they will not be able to:

- Check their schedules
- Tap-in, Tap-out
- Check pay statements
- Among many other features

Action Item

Ensure that all staff have entered an email address in Gateway Online, so an AIMS account can be opened for them. It does not have to be a work email. It can be a personal email that will only be used for the purpose of establishing an account and/or resetting passwords.

For more information on AIMS, please visit AIMSproject.ca.