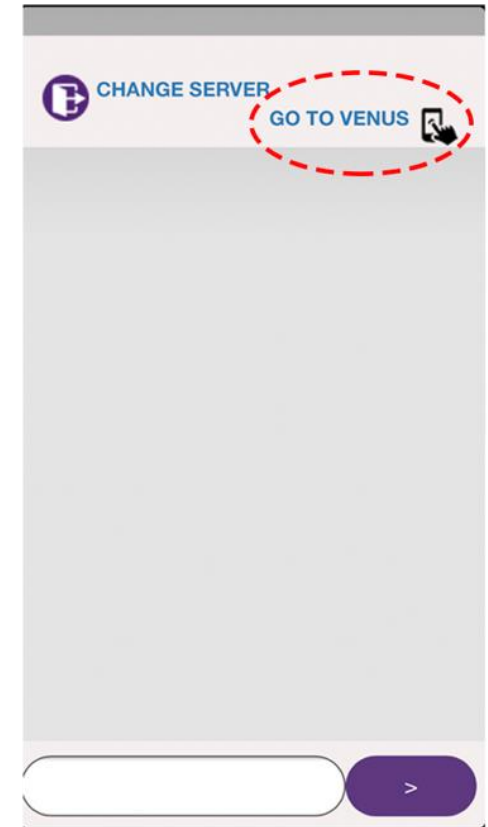
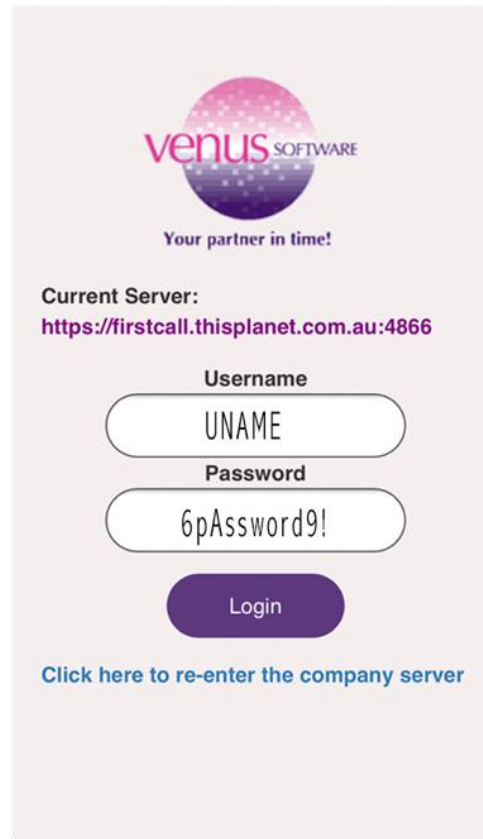
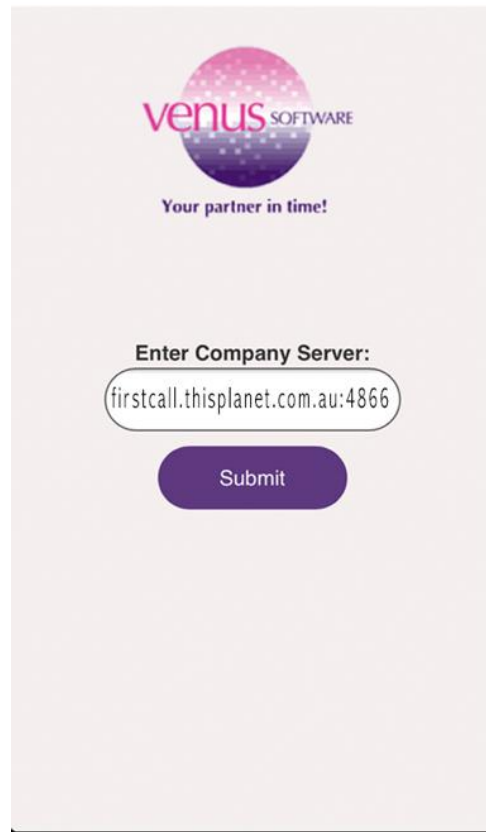


How Do I Log In to Venus Connect?



Step 1: Enter the server ID - do NOT copy and paste this, it won't be accepted. Type it out. This will be emailed to you along with your username and password when you email admin@firstcallhealth.com.au

Step 2: Enter your username and password, make sure you type it in correctly. All capital letters, lower case letters, symbols and/or numbers **MUST** be entered correctly.

Step 3: Select the "GO TO VENUS" option. This will take you to the App login page.

I have Logged In, Now What?

Step 4:

Login in using your username and password again.

Be sure to save your login details when prompted by your device.

The screenshot shows the FirstCall Health app interface. On the left, the 'Log On' screen is displayed with the text 'Please enter your username and password.' Below this is a form titled 'Account Information' containing two input fields: 'User name' with the text 'Uname' and 'Password' with the text '6pAssword9!'. Below the form are two buttons: 'Log On' and 'Forgot Password?'. A blue arrow points from the 'Log On' button to the right-hand side of the screen. On the right, the app's main menu is shown, starting with 'Welcome User' and a list of blue buttons: 'User Details', 'Checks', 'Rosters', 'Payslips', 'Availability', 'SMS Log', 'Send Note', 'Change Password', and 'Log Off'. At the bottom of the screen, the phone number '1300 984 400' and the text 'FirstCall Health' are visible.

IMPORTANT:

Head to your notification settings and turn on notifications for Venus Connect so you don't miss important information such as work offers, messages and updates.

What Do The Tabs Mean?

→ User Details:

All your details are stored here. New addresses, update your phone number or email, change any banking, tax, or super choices - view your personal information to make sure it's up to date. If not, email admin@firstcallhealth.com.au to alert us to the change.

→ Checks:

Are your checks up to date? Do you have a valid police check, covid 19 vaccine, flu vaccine, Working with Children Check or Statutory Declaration? Make sure all your competencies are up to date – if they need updating, please head over to Qintil and complete your annual training.

→ Rosters:

Check to see your rostered shifts. Make sure you are well prepared to travel to and work your shift. Have you slept? Eaten?

Please be reminded that if you are going to be late or need to cancel a shift – you **MUST** call 1300 984 400 and speak to one of our allocators.

→ SMS Log:

Every message you send or receive is logged here. This feature will show you all shift offers and responses from yourself and us.

→ Send A Note:

Use this feature to send us a web note if your shift is extended/shortened, your availability changes etc.

→ Change Password:

Use this to change your Venus Connect password. Remember to save it and keep it safe. If you need to have it reset, email admin@firstcallhealth.com.au

→ Payslips

Payslips are no longer emailed; they are uploaded to Venus Connect.

→ Availability:

Update your availability regularly.
Green = Available.
Red = Not available.
Grey = Not advised/off roster.
Press 'save'.

Please be reminded to keep your availability up to date.