Reappointment How to Guide:
Personal / Non-PHSA Computer:
What Web-Browser do I have?

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1 Are you using a Apple (Mac) [2A] or
Windows [2B] based computer?

2A

1. Before you begin, you should ensure your OSX / macOS is a more recent version. For assistance on how to do this, visit our guide at http://www.phsa.ca/medical-staff/Documents/eAR_Guide_OperatingSystem.pdf

2. When using your Mac computer to access AppCentral for your reappointment, we strongly recommend you use the web-browser, Google Chrome.

3. **Not sure if you have google Chrome?**

4. Press ⌘ + **[SPACE BAR],** a search bar should open. (Note: is the COMMAND button)

5. In the search bar, type **chrome** and you should see the Chrome icon.

6. If you do not see the icon, proceed to Step 3, below.

Press them at the same time

3

1. **What if I do not have Chrome Installed?**

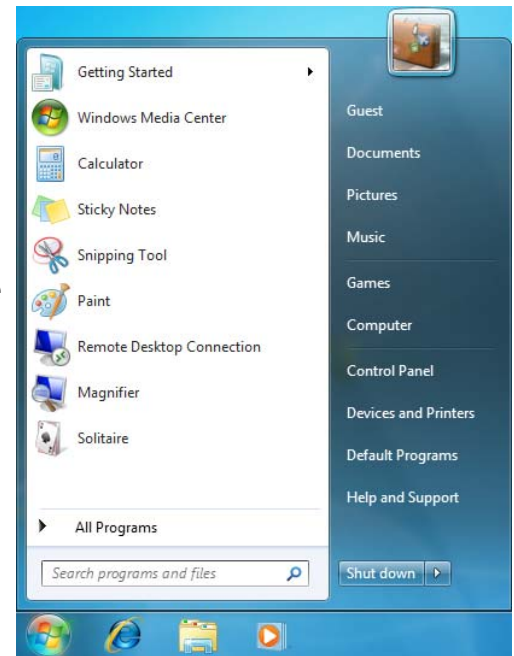2. Click on this link https://www.google.com/chrome/

[OR]

1. Open Safari   . In the address bar, type: **www.google.com/chome** and press enter.

2. Once the page loads, click **Download Chrome.**

3. Once it downloads it should automatically proceed with the installation and be sure to **Set Chrome as Default.**

Personal / Non-PHSA Computer:
What Web-Browser do I have?

2B

1. Before you begin, you should ensure your version of Windows is greater than Windows XP . For assistance on how to do this, visit our guide at http://www.phsa.ca/medical-staff/Documents/eAR_Guide_OperatingSystem.pdf

2. When using your Windows PC computer to access AppCentral for your reappointment, we strongly recommend you use the web-browser, **Google Chrome.**

3. **Not sure if you have google Chrome?**

4. Go to the **Start Menu**, select **All Programs**, and look for Google Chrome (should be alphabetical).

5. Google Chrome's icon looks like this.

6. If you do not have google chrome installed, proceed to step 3 below.

3

1. **What if I do not have Chrome Installed?**

2. Click on this link https://www.google.com/chrome/

[OR]

1. Open Internet Explorer
   In the address bar, type: **www.google.com/chome** and press enter.

2. Once the page loads, click **Download Chrome.**

3. Once it downloads, proceed with the installation and be sure to **Set Chrome as Default.**