Section 1: Installation Instructions

1. Determine which type of smartphone you have. Generally the below brands have either Android or iOS operating systems.

Sony
Samsung
Google Pixel
LG
HTC
Huawei

Apple iPhone

If you're phone isn't listed above simply go to www.google.com and search for your make and model of phone with the keyword "operating system" (e.g. Nokia 3210 Operating System). This should give you the information you require for Step 2.

2. Go to your respective "Store" app on your device. Android users will go to the "PlayStore", Apple users will go to the "AppStore".

3. In the search bar type in **McCallum Disability Services**
4. The following result should appear.

5. Click "Get", or "Install", or "Download". This will download the app onto your device.
6. Once downloaded the app should look like this on your device.

Congratulations! You've successfully downloaded the OneMcCallum app.

NEXT PAGE - SECTION 2: MOBILE REGISTRATION

Section 2: Mobile Registration

1. Open the OneMcCallum app on your device

2. Click "Create Account"

3. You will be asked to enter an "Account ID"

       - Your "Account ID" is your McCallum employee number

       - You can find your employee number on your payslip

       - Employee numbers generally start with E or A followed by 5 numbers (e.g E10930)

       - Strictly enter your employee number *without any other words* (e.g @mccallum)

*If the system doesn't recognise your employee number call **5338 9803** or email **intranet@mccallum.org.au** and log your name and employee number. You will be notified within 24 hours of the system now recognising your employee number.*

4. Once you've entered your "Account ID" click next on the bottom right hand corner.

5. Enter your first name and surname, followed by clicking the next button again.

6. Enter an email address.

       - Your email address is only collected for the purpose of resetting your password

7. Create a password

       - Passwords must include a capital letter, a special character, a number and be a minimum of 8 characters long.

Congratulations! You're now registered and will be logged into OneMcCallum.

Section 3: PC Registration

OneMcCallum can be accessed via both smartphone or PC. The only major difference between the two devices is the way the screen displays the content. You may not have a smartphone or may not want to install the app onto your phone, therefore access via PC may be more relevant for you.

1. To register via PC go to https://mccallum.theemployeeapp.com
2. Click "Register"
3. Enter your first name and surname.
4. Enter an email address.
   - Your email address is only collected for the purpose of resetting your password
5. Create a password
   - Passwords must include a capital letter, a special character, a number and be a minimum of 8 characters long.
6. You will be asked to enter an "Account ID"
   - Your "Account ID" is your McCallum employee number
   - You can find your employee number on your payslip
   - Employee numbers generally start with E or A followed by 5 numbers (e.g E10930)
   - Strictly enter your employee number *without any other words* (e.g @mccallum)
7. Click "Register"

Congratulations! You're now registered and will be logged into OneMcCallum.

*If the system doesn't recognise your employee number call **5338 9803** or email **intranet@mccallum.org.au** and log your name and employee number. You will be notified within 24 hours of the system now recognising your employee number.*

Section 4: Logging In

OneMcCallum can be accessed via both smartphone or PC. The only major difference between the two devices is the way the screen displays the content. You may not have a smartphone or may not want to install the app onto your phone, therefore access via PC may be more relevant for you.

Logging In - PC

1. Go to https://mccallum.theemployeeapp.com
2. Click "Login"
3. Enter your email address and password that you created during registration (Section 2&3)
4. If you've entered your login details correctly, OneMcCallum will load and take you straight to the News Feed.

Logging In - Smart Phone

If you registered via your smart phone (Section 2) you would have automatically been logged into OneMcCallum upon completion of registration. If you logged out of the app (More > Logout) you will need to login again.

1. Open the OneMcCallum app
2. Click "Already have an account? Log in"
3. Enter your email address and password that you created during registration (Section 2&3)
4. If you've entered your login details correctly, OneMcCallum will load and take you straight to the News Feed.

Section 5: Navigating Key Areas

News Feed

The news feed is the main landing page of OneMcCallum.   Think of the news feed as the spine of the app. Everything links back to it.

The news feed is like a dynamic newsletter - an area that is constantly being updated with news around all McCallum sites on a regular basis. You're welcome to engage with these posts by "liking" and "commenting" as you would on other popular social media platforms.

Just keep in mind that this is a McCallum employee platform and that any comments, whether they're deleted or not, remain on the backend of the system for auditing. So, engage, comment and support all the good things that are happening around McCallum but keep it professional. We want to celebrate all the good things and hope you're interested in the types of news items that are uploaded.

Explore

The explore section is "Docman 2.0" - an updated, supercharged version, that allows employees to search for documents (forms, procedures, policies etc.) much more efficiently.

There's two ways you can locate documents:
1. At the top of the news feed you will see a magnifying glass (on your smartphone) and a search bar (on your PC). You can directly search for documents by typing in the name of the document you're looking for.
2. You can go through the explore section and subsequent folders that the document may reside in.

Alerts

Alerts can be sent to the app to inform employees of critical issues or updates that need to be brought to your attention.
For example - A staff meeting may be delayed by an hour and all staff attending that meeting can be sent a notification to their phone to inform them of the delay.
Don't worry - Alerts will be used sporadically and only in scenarios of utmost importance. We're not going to be sending you notifications regularly!

More

Directory - use the directory to find contact details (phone, mobile, email, address) of any McCallum program area, house, administration staff member etc.
Events - an ever updating list of McCallum events such as Social Club, meetings, public holidays etc.
My Downloads - download files from the explore section directly to your device. Simply click on the three dots in the right hand corner of a document and click "Save for Offline". That document is now saved to your device.

Section 6: Frequently Asked Questions

Do I have to download the app to my personal device?

No. We recommend that you download the app and familiarise yourself with it, but if you don't want to then that's fine. We want to give staff the opportunity to be connected and updated on key things that are happening around the organisation.

Can I access OneMcCallum anywhere?

Yes. As long as you have a 3G/4G data or internet connection to your device/PC you can access it worldwide.

Is the data on OneMcCallum safely secured?

Yes. All data on the app is securely stored and encrypted. No personal staff or Participant data is stored within the app.

If I download the app will I get pestered by notifications?

Absolutely not. If something important needs to be communicated efficiently we may choose to send a notification to you, however, we expect for this to be approximately once a month at most.

Does the app use a lot of data?

The app does use data to download the information stored within. Therefore, if you're worried about going over your data plan limits you may want to use wireless internet (wifi) when navigating the app. Alternatively, you could use the PC version so as it's not using your phone data.

Do you track our usage on the app?

No. We do have the ability to check what comments have been made but this would only been done if a report of an inappropriate comment was made.

Can I post new items directly to the app?

No. At this stage Executive Managers will post news items to OneMcCallum to ensure quality and appropriateness. We encourage staff to send news to be uploaded to intranet@mccallum.org.au.

Will other areas be added to the app over time?

Yes. The name OneMcCallum was derived as "one central area" for all McCallum's internal communications. Therefore we expect the app to grow and be used daily for things such as:

- EmpLive timesheets and rostering
- Project Team document sharing
- McCallum's Footy Tipping
- Online learning and development tools

I can't get the app to work - can someone help me?

Yes. Simply email your issue to **intranet@mccallum.org.au** or phone **5338 9803** and we'll get you sorted!

We work with people to create a life that works for them!

OneMcCallum
User Guide

OneNews

OneDocuments

OneDirectory

OneEvents

OneOrganisation

OneMcCallum

We work with people to create a life that works for them!