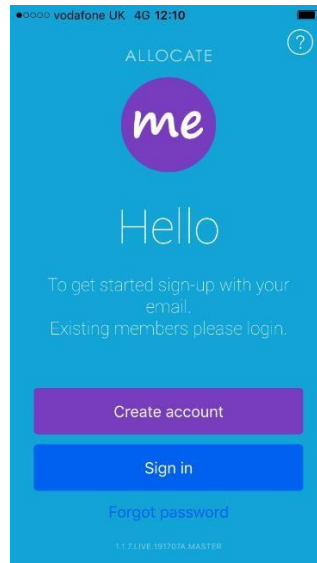




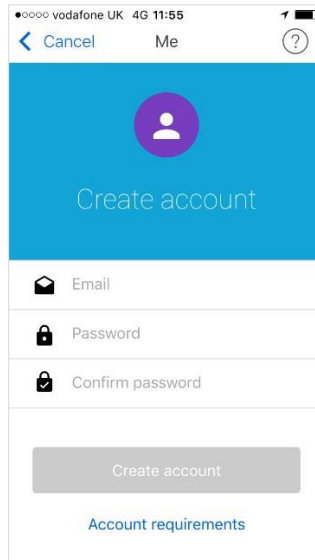
Setting Up the Allocate Me APP

Go to your device app store – the **App Store** for **Apple** devices and the **Google Play Store** for **Android** devices – and search for **Me from Allocate** or **Allocate Me**.



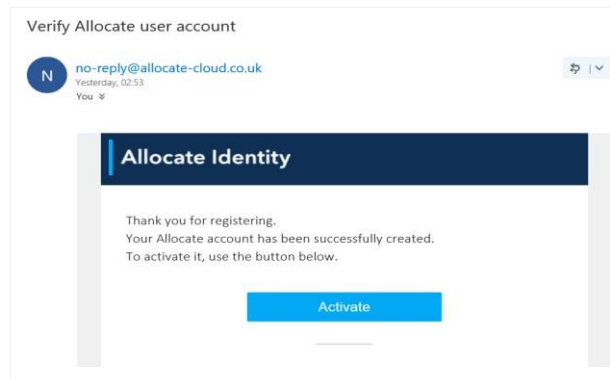
Install and Open the app. select **Create Account**.

Enter an **Email address** and **Password**. The password must be at least 8 characters in length and contain at least one capital letter and one number.



You will need to confirm the password. Once you're done, press **Create Account**.

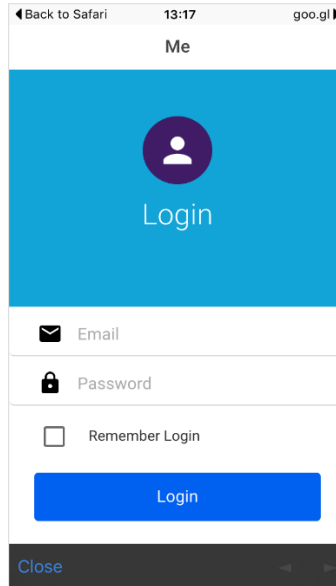
A **verification email** is sent to the email address you entered. Go to your email account, find the verification email, and click on **Activate**



Close this page and return to the app store to sign in.



Press **Sign In** and enter your **Email address** and **Password**. Tick **Remember Login**. Then press **Login**.

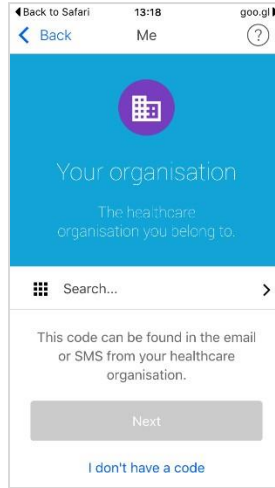


Once logged into the app you need to complete a series of simple tasks. Press on **Continue** and then:

Read and accept the **Privacy Policy**

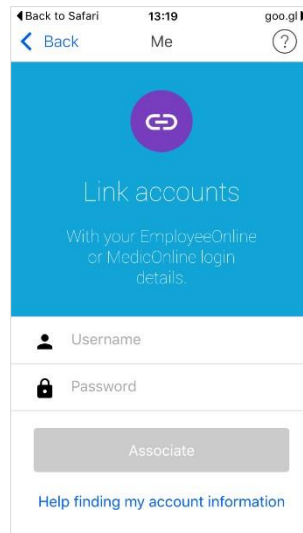
Read and agree to the **Terms and Conditions**

The penultimate step is to link the app to your organisation. From the **Your organisation** screen, tap on **Search** and select from the list.



Only choose the organisation you work for (**LCNFT**). Then press **Next**.

The final step is to associate, or link, the app to your existing Employee Online EOL account.



Enter your EOL Username and Password.

Then tap **Associate**.

For Any queries please contact the e-Rostering Team by emailing e-rostering.support@lancashirecare.nhs.uk