How to use VicTouch

1. Retrieve your nametag from the box to the right of the computer. On the back of your nametag, there will be a number.

2. Go to the helpline computer. There will be a tab open that says VicTouch. This is the online portal to clock-in on.

3. Type the number into the space provided on VicTouch and enter it.

4. VicTouch will ask you to confirm that you are the name associated with the number. If you see your own name, click yes.

5. Sign in for your shift. Have fun!

6. Don’t forget to sign out when you leave using steps 2-4. Instead of seeing “sign-in”, you will see “sign-out”. Click on the button and have a great rest of your day!