

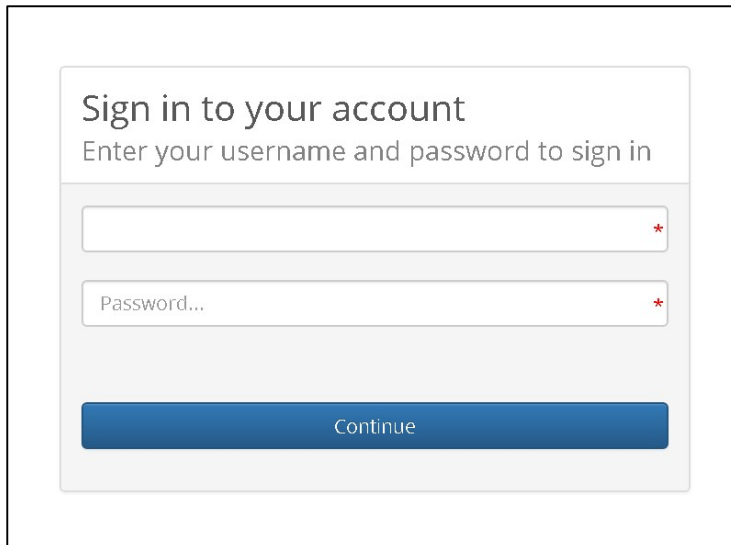
SUBSTITUTE TEACHER INSTRUCTIONS

Using the PowerSchool Web Portal

When logging into the PowerSchool Web Portal please use this link: You will want to bookmark this site as you will be logging into this site for booking days to substitute teach.

URL: <https://www.srrrsrb.ca/rrsd/servlet/Broker>

Log into the Web Portal using your school division username and password.
This information on the separate insert on colored paper.



The screenshot shows a sign-in form with the following elements:

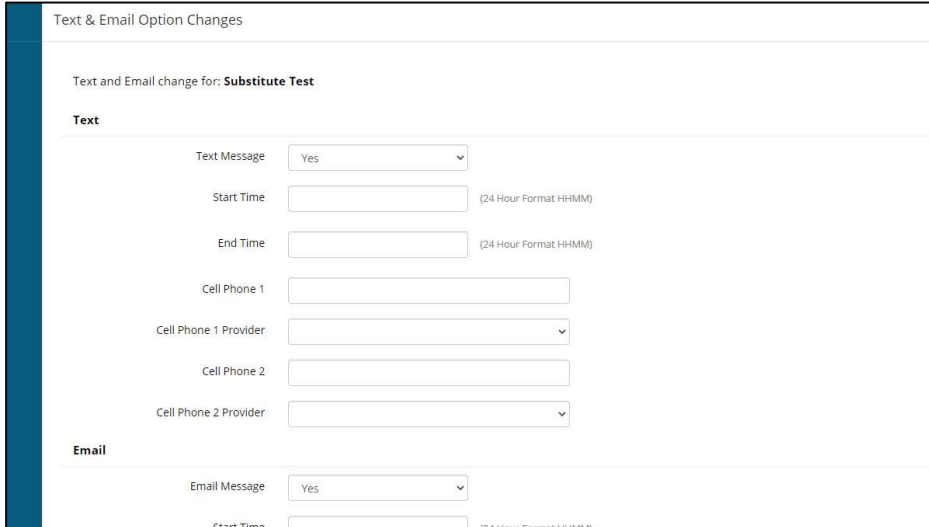
- Title: "Sign in to your account"
- Instruction: "Enter your username and password to sign in"
- Username input field with a red asterisk (*) on the right.
- Password input field with the placeholder text "Password..." and a red asterisk (*) on the right.
- A blue "Continue" button at the bottom.

WORKBOARD TEXT AND EMAIL PROFILE

Important Set Up

Employees can optionally add their own cell phone numbers and email addresses for requested employee alerts. *Note that these messages are sent only when specifically requested by an absence employee.*

This is done from **My Info > Phone & Email > Text & Email Profile**:



Text Message: Choose Yes or No. This can be useful if a cell phone has been set up, but the user does not want to receive text messages from the Work Board on a temporary basis.

Time Range: Enter the time range in 24-hour format to receive text messages from the Work Board.

Cell Phone No: Enter the cell phone number where text messages should be received. Do not enter () or -.

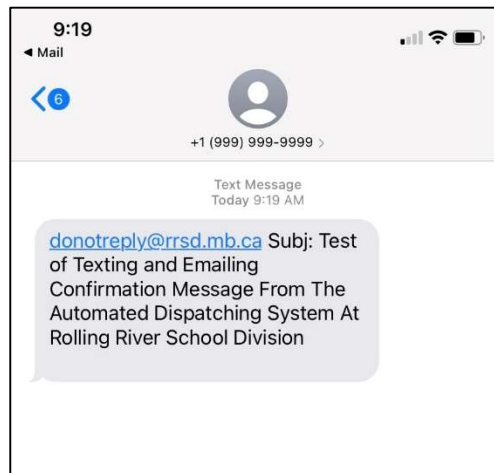
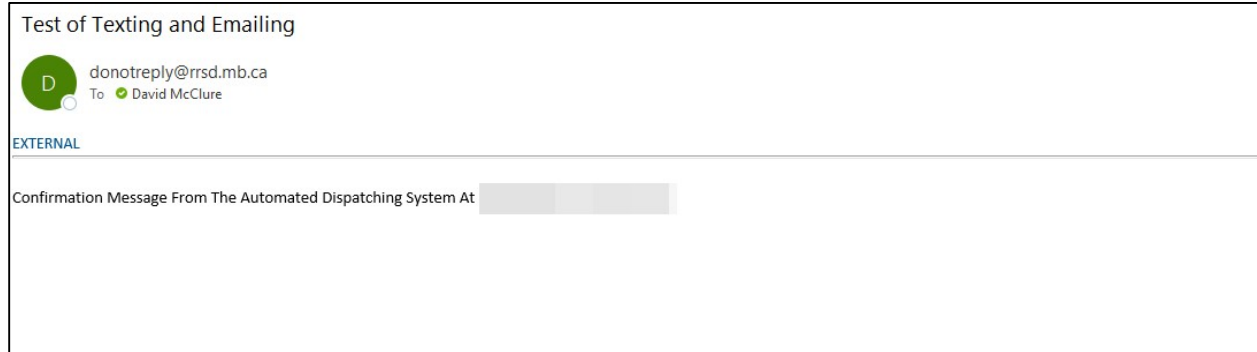
Cell Phone Provider: Select the cell phone provider for each cell phone number provided.

Email Message: Choose Yes or No. This can be useful if an email address has been set up, but the user does not want to receive email from the Work Board on a temporary basis.

Time Range: Enter the time range in 24-hour format to receive email from the Work Board.

Email Address: enter up to two separate email addresses. To email to your division email account, select Yes to **Send to Work Email**.

Once the profile is set up, click on **Submit & Send Test** to ensure a text and/or email message are received.



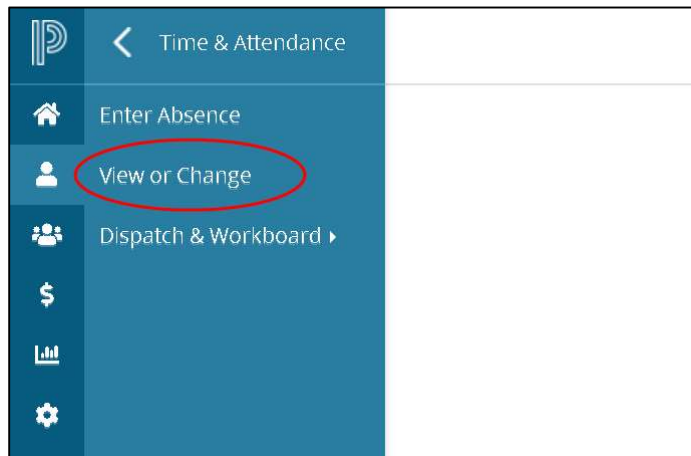
Viewing Booked Substitute Days

To view your upcoming booked substitute teaching days (dispatches) locate the 'My Info' menu item.

My Info – Time & Attendance – View or Change



Select 'Time & Attendance' from the menu, then 'View or Change'



Past and Upcoming substitute teaching days (dispatches) will list under the 'Dispatches' heading.

View / Change: Absence and Dispatch Listing

Instructions:
Click on the ID Number To View, Close Or Cancel An Absence Or Dispatch.

Absences

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)	Absence Units
(Empty table)					

Date Range: **To**

Dispatches

ID No	Start Date	End Date	Extra Time Type	Absent Employee	Absence Units
26994	02-Jul-2019	02-Jul-2019		TEST, atrieve2 SUPP	1.0
26993	28-Jun-2019	28-Jun-2019		TEST, atrieve2 SUPP	1.0

Date Range: **To**

Clicking on the ID No. will bring up the details of the absence you're filling.

View / Change: Dispatch Details for ID 26994

ID Number: 26994 
Dates: 02-Jul-2019 To 02-Jul-2019
Replacing Employee(s): atrieve2 TEST
Subjects/Levels: Education Assistant /
Message: Park in Stall 14

Date	Week Day	Position	Location	Start	End	Absence Units
02-Jul-2019	Tuesday	Casual EA	Test Location	08:00	16:00	1.0

Click 'View Map' icon to access the Location Map. Driving Directions will launch Google Maps and direct you to the location based on your Driving Directions Start Point.

Location Map List

Click on either the Map or Directions link for instructions of how to get to the location.

Location	Map	Directions
TEST LOCATION	BOX 99 LEDUC, AB.	Driving Directions

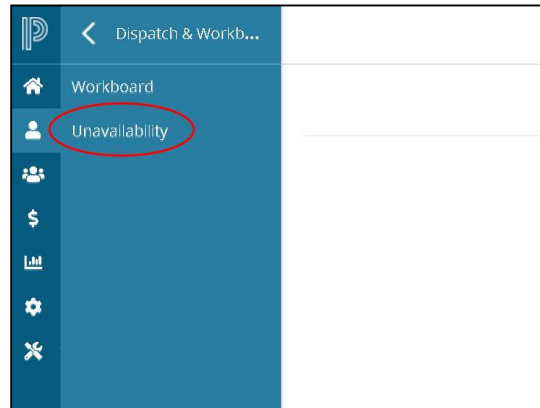
Note: To change the start point for driving directions edit the address below and press "Update Direction Links"

Driving Direction Start Point

Address	City	Province	Postal Code
<input type="text" value="123 MAIN STREET"/>	<input type="text" value="EDMONTON"/>	<input type="text" value="Alberta"/>	<input type="text" value="T9M0B0"/>

Entering Unavailability

My Info – Time & Attendance – Dispatch & Workboard – Unavailability



1. Making yourself unavailable does not cancel any jobs you've previously accepted.
2. You can change your unavailability as needed.

Unavailability: Add, Change and View History

FAQ
Enter your unavailability information then click Next.
View History

Click on the calendar icon to select your dates from a pop-up calendar.

Choose the reason you are unavailable:

Enter the date(s) you will be unavailable:

To

Note: The weekly schedule you enter is assumed to repeat for each week within the date range.
 Please enter the time in 24 hour format.

Week Day	Unavailable	Start Time	To	End Time
Monday	<input type="checkbox"/>	<input type="text" value="01:00"/>	To	<input type="text" value="23:59"/>
Tuesday	<input type="checkbox"/>	<input type="text" value="01:00"/>	To	<input type="text" value="23:59"/>
Wednesday	<input type="checkbox"/>	<input type="text" value="01:00"/>	To	<input type="text" value="23:59"/>
Thursday	<input checked="" type="checkbox"/>	<input type="text" value="01:00"/>	To	<input type="text" value="23:59"/>
Friday	<input type="checkbox"/>	<input type="text" value="01:00"/>	To	<input type="text" value="23:59"/>
Saturday	<input type="checkbox"/>	<input type="text" value="01:00"/>	To	<input type="text" value="23:59"/>
Sunday	<input type="checkbox"/>	<input type="text" value="01:00"/>	To	<input type="text" value="23:59"/>