

# PowerSchool Web Portal - CUPE and TTOC

## *What is PowerSchool (SRB) Web Portal?*

The PowerSchool Web Portal is a web-based program on the computer that allows school district employees to log leave requests and request a replacement. You can also view “real time” information, such as: demographic profile, current and past assignments, previous absence/dispatch information, schedule(s) and personal payroll information.

## *What is ADS?*

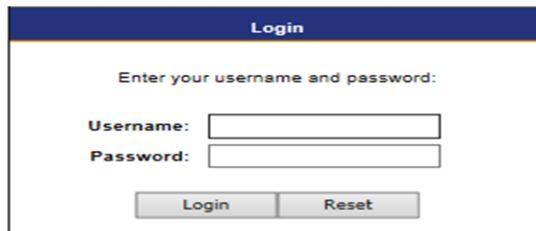
ADS stands for Automated Dispatch System, which is the telephone portion of the system. Employees have the ability to log their absences not only via the computer, but also over the phone via the Automated Dispatch System. If the absence requires a replacement, the request will go to the automated call-out system and dispatches an appropriate replacement.

**\*\* ALL EMPLOYEES will need to phone in and register with ADS. Included below is an instruction sheet on how to register yourself over the phone. Please contact your administrator or [HR\\_ads@sd33.bc.ca](mailto:HR_ads@sd33.bc.ca) if you have difficulties with registering. \*\***

## How to Access the “Web Portal”:

- 1) Visit the Chilliwack School District’s Website at [www.sd33.bc.ca](http://www.sd33.bc.ca) Select “Staff Information”, select “Links” and “PowerSchool Web Portal” option, or,
- 2) In your Computer, open the internet and in the web bar type the URL <https://srb.sd33.bc.ca/live/login.aspx>
- 3) Enter your User Name and Password

*Helpful Hint: Both fields will be the same as your School District Email and Password. If you have forgotten your user ID or password please contact: [helpdesk@sd33.bc.ca](mailto:helpdesk@sd33.bc.ca)*



The screenshot shows a login page with a blue header containing the word "Login". Below the header, the text "Enter your username and password:" is displayed. There are two input fields: "Username:" and "Password:". Below the input fields are two buttons: "Login" and "Reset".

## How to access “My Info” on the “PowerSchool Web Portal”:

“My Info” is where an employee can view their personal contact information, earning statements, T4s, and expense reimbursement forms.

**Step one:** From the Web portal select the “My Info” Tab.



**Step two:** Review your contact information and click on “contact us” for any contact information updates.

District Information: Employee Detail

Click on the underlined links to view more detailed information.  
If your personal information is incorrect you can use the 'Contact Us' link to inform us.

[Contact Us](#)

Name: Test, Srb15      Address: 123 Main Street  
Employee No: 14166      Langley, BC V1M2P3  
Status: Active      Phone: (778)317-8801  
Seniority Date: 06-Jan-2015      (-)

View My Attendance For This Year

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Current And Future Assignments

[View Assign History](#)      [View Subject History](#)

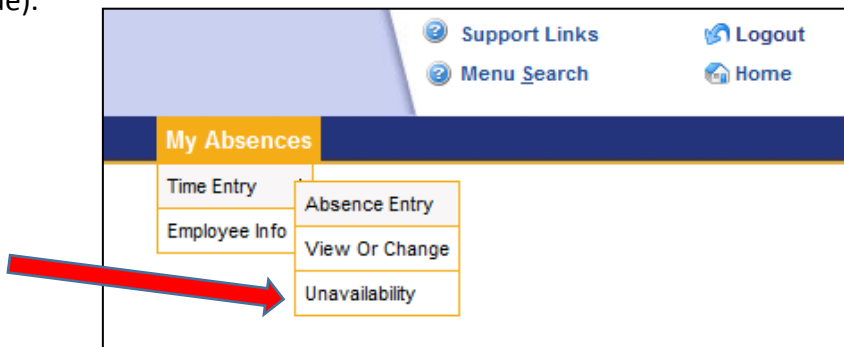
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Assignment History  
01-Sep-2014 To 30-Jun-2015

Position	Status	Location	FTE
Teacher - Secondary	<a href="#">Continuing Full Time</a>	Test Srb Location	1.0000

## How to set your “Unavailability”:

**Step one:** Select “My Absences” or “My Dispatches” then “Unavailability” (use the pull-down menu to choose code).



**Step two:** Provide the “Reason” and “Date/Times” that you will be unavailable.

Unavailability: Add, Change and View History

Enter your unavailability information then click Next.

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

Choose the reason you are unavailable:

-----Choose A Reason-----

Enter the date(s) you will be unavailable:

01-Oct-2009 To 01-Oct-2009

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"/>	01:00	To	23:59
Tuesday	<input type="checkbox"/>	01:00	To	23:59
Wednesday	<input type="checkbox"/>	01:00	To	23:59
Thursday	<input type="checkbox"/>	01:00	To	23:59
Friday	<input type="checkbox"/>	01:00	To	23:59
Saturday	<input type="checkbox"/>	01:00	To	23:59
Sunday	<input type="checkbox"/>	01:00	To	23:59

Next

Unavailability History For The Last 12 Months

Click on a start date below to delete an unavailability record.

Start Date	End Date	Reason	Mon	Tues	Wed	Thur	Fri	Sat	Sun
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**Step three:** Select “Next” and “Submit Unavailability”. A confirmation receipt will be displayed.

### Unavailability: Summary Page

1. Confirm that this unavailability information is correct and then click the Submit Unavailability button.

Unavailable Date Range: Thursday 26-Feb-2015 To Thursday 26-Feb-2015

Reason: Sick

Week Day	Start Time	To	End Time
Thursday	01:00	To	23:59

Submit Unavailability

- 2.

You have successfully entered a new unavailability record for 26-Feb-2015 to 26-Feb-2015.

#### Unavailability History for the Last 12 Months

Start Date	End Date	Reason	Mon	Tues	Wed	Thur	Fri	Sat	Sun
27-Feb-2015	27-Feb-2015	Unavailable						FULL DAY	
26-Feb-2015	26-Feb-2015	Sick				01:00-23:59			
25-Feb-2015	25-Feb-2015	Sick			01:00-23:59				
11-Feb-2015	11-Feb-2015	Unavailable			08:00-13:00				

Enter More Unavailability    Print Receipt

**Step four:** You may print your Unavailability Receipt for your Records.

**Step five:** To change your unavailability, Click unavailability from the “My absences tab”, under the *Unavailability History for the last 12 Months* (displayed on the lower part of the screen) select the bolded blue date to view details and make changes.

### Unavailability History For The Last 12 Months

Click on a start date below to delete an unavailability record.

Start Date	End Date	Reason	Mon	Tues	Wed	Thur	Fri	Sat	Sun
<b>21-Aug-2015</b>	23-Aug-2015	Family Emergency	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59	01:00-23:59
05-Mar-2015	05-Mar-2015	Family Emergency				08:00-13:00			
27-Feb-2015	27-Feb-2015	Sick					FULL DAY		
26-Feb-2015	26-Feb-2015	Family Emergency				01:00-23:59			
11-Feb-2015	11-Feb-2015	Sick			08:00-13:00				

### IMPORTANT INFORMATION:

Part-time teachers MUST enter their “Unavailability” to TTOC. This will eliminate ADS calling them for a job when they are scheduled to work. ***\*\*This is only necessary for those teachers that are on a part-time or continuing contract and TTOC\*\****

## How to view Current and Past Dispatches:

**Step one:** select the “My Dispatches” tab and select “View or Change”.

atrive ERP™ by SRB Education Solutions Inc.

Home | **My Dispatches** | My Info | My Absences

View Or Change | Unavailability

**Step two:** set the date range for the dispatch(s) that you wish to view and click “Refresh Dispatches”.

My Dispatches | My Info | My Absences

View / Change: Absence and Dispatch Listing

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

**Absences** Date Range: 26-Jul-2015 To 25-Aug-2016 Refresh Absences

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)
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**Dispatches** Date Range: 01-Jun-2015 To 26-Jun-2015 Refresh Dispatches

ID No	Start Date	End Date	Extra Time Type	Absent Employee
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**Step three:** view Dispatch Details by clicking on the highlighted blue “ID Number” which will then open the “View/Change: Dispatch Details for ID Number”.

[View / Change: Dispatch Details for ID](#)

ID Number:   
Dates: 19-Jun-2015 To 19-Jun-2015  
Replacing Employee (s):   
Subjects/Levels: General - Elementary / Elementary (1-6)  
Message:

  
[View Map](#)

Date	Week Day	Position	Location	Start	End
19-Jun-2015	Friday	Replacement Teaching On Call	Central Elementary School	08:45	14:30

## How to Register for the Automated Dispatch System (ADS):

All employees must register for the Automated Dispatch System (ADS) via the telephone. To do so you will need your employee number which can be found on your pay statement. Please note employee numbers have changed over the past year. **\*\*Your PIN number can be changed at any time to protect your personal security.\*\***

**To register for ADS, please follow the steps outlined below:**

1. Call the ADS Phone Number (604) 703-1720.
2. Enter your Employee Number followed by the # key.
3. Enter your PIN Number followed by the # key. **ATTENTION: Your employee number acts as your default PIN number.**
4. Your name has to be recorded. Speak your name after the tone, followed by the # key.
5. Press 1 to accept, 2 to re-record, press 3 to listen to your recording.
6. Listen to the main menu options Press 5 for personal options.
7. Press 1 to change your PIN number.

**\*Please note your PIN number must be a maximum of 4 digits. Write this number down, it will now be your permanent PIN number.**

8. Enter your new PIN number, followed by the # key, press 1 to accept, 2 to re-enter, or 3 to hear your number.
9. Press \* then 1 to exit the system.

**ATTENTION:** If your name has been previously recorded, do not be alarmed! This was for system testing purposes. You can choose to leave your name as is, or re-record with your own voice. Follow steps 1 -3, listen to the main menu options, press 5 for personal options and press 3 to re-record your name.

## **HR Contact Information:**

**Tamara Ilersich** – Director of Human Resources

**Nadine Clattenburg** – District Principal of Human Resources  
Inquiries regarding Staffing, Post & Fill, contract questions for CUPE and Teaching Staff

**Diego Testa** – District Principal of Human Resources  
Inquiries regarding TTOC staff, and Post & Fill of TTOC staff

**Helen Hopkins** – Human Resources Manager – CUPE Staff  
Inquiries regarding leaves, medical accommodations, return to work and attendance

**Rachael Green** – Human Resources Manager – Teaching Staff  
Inquiries regarding leaves, medical accommodations, return to work, and attendance

**Donna Dove** – Human Resources Assistant – Executive Assistant to Tamara  
Inquiries for staffing for excluded groups, general department inquiries

**Cheryl Moore** – HR Secretary for CUPE Staff

**Kari McCandless** – HR Secretary for Teaching Staff

**Kim Bradwell** – Replacement Staff Facilitator for CUPE Staff

**Nina Havrda** – Replacement Staff Facilitator for Teaching Staff

**Questions regarding the use of the PowerSchool (SRB) Web Portal or the Automated Dispatch System (ADS) please email: [HR\\_ADS@sd33.bc.ca](mailto:HR_ADS@sd33.bc.ca)**