

## LOG ON Instructions

1. Go to [www.fmmpsdschools.ca](http://www.fmmpsdschools.ca)
2. Click the red apple (resources).
3. Click Employee Connect.
4. Your user ID is your email address (eg: james.brown@fmmpsd.ab.ca). Click on Forgot My Password/Retrieve Initial Password and type in User ID and click on Email me my current password.
5. Once you've signed into Employee Connect click sub/cas, choose availability.
6. You will see a calendar. If there are days when you are unavailable to work you tell me by clicking on the date (right on the number, not just in the box). Select either AM, PM or full day. Now select unavailable to teach. Hit save and it's done. If you scroll out of that month and go back in it will show you as unavailable that day and I won't try to book you. If it doesn't show then try again.

Please try to check the Book a Job calendar as often as you like during the day to see if there are any pending jobs

For assignments that come in the night before or the morning of I will text or call you. I start in the morning at 5:50 a.m. and in the evening between 8:30 p.m. and 9 p.m.

If you have any questions feel free to contact me at 780-792-7672.