LOG ON Instructions

1. Go to www.fmpsd.ab.ca
2. Click the red apple (resources).
3. Click Employee Connect.
4. Your user ID is your email address (eg: james.brown@fmpsd.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). A side menu then pops up to the right. 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.

The calendar is also what I use to pre-book you for assignments that are upcoming. For example: you will see a future date and it will say: Timberlea / Sue Smith / AM only / pending. This is my way of asking you if you will take this assignment. Now you either text or email me with a yes or a no. I don't need reasons for a no. If you say yes I go in and take out the pending and it will then read booked. If you say no I go in and take your name out and the assignment will appear on another TOCs calendar.

If you would rather not take that particular assignment you could say no but still available or no I would prefer a full day. Unfortunately there is no guarantee that I'll be able to find another assignment for you that day that suits your preferences but I will try!

Please try and login to your calendar for upcoming assignments at least once every other day and email or text me in a timely manner. It is very much appreciated and also shows me that you are interested in working.

For assignments that come in the night before or the morning of I will text or call you. I start in the morning at 5:45 a.m. and in the evening between 7 p.m. and 9 p.m.

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