



HOW DO I WITHDRAW FROM A WORKSHOP

1. Log in to Employee Connect
 - a. Go to www.fmpsdschools.ca
 - b. Hold your cursor over STAFF and select EMPLOYEE CONNECT from the drop down list
 - c. Log in with your User ID and Password ***If you have problems logging in, please contact Human Resources***

EC-0001 System backup occurs midnite-3am. Item added may have errors

Best viewed 1024 x 768

Welcome to Employee Connect, the tool that allows you to view your district information (address, pay, absence, etc.) and also to review/apply to job postings.

[Forgot My Password/Retrieve Initial Password](#)

* Password is a PopUp - Refer to PopUps Tab if password window does not appear *

[Help](#)

Date 2013-08-22

Time 11:46:09

Version 17.0 June 19, 2013

[Require Adobe reader to print/view information - click here to download free copy](#)

[Browser must allow popups to view HELP and attachments, etc. - click here to find out how to allow popups](#)

2. Go to WORKSHOPS. Select MY WORKSHOPS.

EC-0024

Last Name ELLSWORTH First MELITA Employee# 2008098

Most Recent Deposit: 07/15/2013

Admin Connect COORSEC

Previous Next Bulletin Board # of Bulletins 5 Last Updated: 10/10/2012



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3. All workshops you have registered for are listed. Upcoming workshops give you the option to 'WITHDRAW'.

Employee Connect Powered by CIMS

EC-0008 Please complete LOA for all workshops EXCEPT District PD and District PLCs. Be sure to select SAVE to complete the registration process. [Contact Payroll](#) [Contact Human Resources](#)

Last Name: ELLSWORTH First: MELITA Employee#: 2008098

Workshop Information

Print	Details	WithDraw	Status	Title	Start Date	Location	Schedule Information	SUB Record
Print		WithDraw	Registered	HEAD SECRETARIES MEETING WorkShop ID:14MTG-HDSC7-M02	WkShop Date: Friday, May 02, 2014 Deadline: Friday, May 02, 2014	DISTRICT OFFICE CENTRAL BOARD ROOM	Friday, May 2, 2014 1:30pm - 3:30pm STEVENSON, GARY F.	
Print		WithDraw	Registered	HEAD SECRETARIES MEETING WorkShop ID:14MTG-HDSC6-A04	WkShop Date: Friday, April 04, 2014 Deadline: Friday, March 07, 2014	DISTRICT OFFICE CENTRAL BOARD ROOM	Friday, April 4, 2014 1:30pm - 3:30pm STEVENSON, GARY F.	
Print		WithDraw	Registered	HEAD SECRETARIES MEETING WorkShop ID:14MTG-HDSC5-M07	WkShop Date: Friday, March 07, 2014 Deadline: Friday, March 07, 2014	DISTRICT OFFICE CENTRAL BOARD ROOM	Friday, March 7, 2014 1:30pm - 3:30pm STEVENSON, GARY F.	
Print		WithDraw	Registered	HEAD SECRETARIES MEETING WorkShop ID:14MTG-HDSC4-F07	WkShop Date: Friday, February 07, 2014 Deadline: Friday, February 07, 2014	DISTRICT OFFICE CENTRAL BOARD ROOM	Friday, February 7, 2014 1:30pm - 3:30pm STEVENSON, GARY F.	
Print		WithDraw	Registered	HEAD SECRETARIES MEETING WorkShop ID:14MTG-HDSC3-J10	WkShop Date: Friday, January 10, 2014 Deadline: Friday, January 10, 2014	DISTRICT OFFICE CENTRAL BOARD ROOM	Friday, January 10, 2014 1:30pm - 3:30pm STEVENSON, GARY F.	
Print		WithDraw	Registered	HEAD SECRETARIES MEETING WorkShop ID:14MTG-HDSC2-D06	WkShop Date: Friday, December 06, 2013 Deadline: Friday, December 06, 2013	DISTRICT OFFICE CENTRAL BOARD ROOM	Friday, December 6, 2013 1:30pm - 3:30pm STEVENSON, GARY F.	
Print		WithDraw	Registered	HEAD SECRETARIES MEETING WorkShop ID:14MTG-HDSC1-N01	WkShop Date: Friday, November 01, 2013 Deadline: Friday, November 01, 2013	DISTRICT OFFICE CPEC - CENTRAL BOARD ROOM	Friday, November 1, 2013 1:30pm - 3:30pm Start Time: 01:30 pm Stop Time: 03:30 pm STEVENSON, GARY F.	
Print	View	WithDraw	Registered	DPLC: TEST WorkShop ID:14PLC-TEST1-N01	WkShop Date: Friday, November 01, 2013 Deadline:	DISTRICT OFFICE SCHOOL & ROOM TBD	Friday, November 1, 2013 1:30pm - 3:30pm KECA, ERIN T.	

4. To withdraw from a workshop, select 'WITHDRAW' for the desired workshop. The workshop information will pop-up. Select **WITHDRAW** to complete the process or select **CANCEL** to cancel the process.

Employee Connect CIMS

EC-00 MELITA ELLSWORTH 2008098 Melita.ellsworth@fmpsd.ab.ca

WorkShop: 14PLC-TEST1-N01 DPLC: TEST

Location: 08 DISTRICT OFFICE SCHOOL & ROOM TBD

Description: See attached for more information!

Date: 2013/11/01 Friday, November 1, 2013 Deadline: 2013/10/24 Cancel:

Time: 1:30pm - 3:30pm Start Time: Stop Time:

Maximum: 12 Number Enrolled: 2 Waitlist: 0 #Same Day: 2

Sub/Cas Info: 14MTG-HDSC1-N01 *Registered for other workshops*

[Withdraw](#) ** Click SAVE to WITHDRAW - Window will automatically close

[Cancel](#) ** Click CANCEL if you do not want to WITHDRAW - Window will close

5. You will receive an email confirming that you have withdrawn from the workshop.

PLEASE NOTE: Once you WITHDRAW from a workshop, you are unable to re-register for the same workshop at a later time.