



HOW DO I REGISTER FOR 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***

2. Go to WORKSHOPS. Select WORKSHOP LIST.



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- All Workshops that apply to your position are listed (ie teacher, admin, support staff, custodian, etc). Workshops with session information will have an attachment. To view the attachment, simply select 'VIEW'. After reading the pdf, simply exit and you will be back on the registration page.

Employee Connect
Powered by CIMS

Workshop List

Search for keyword(s):

OR Text (Search Everything):

Details	Register	Description	Date	Schedule	Location	Max Enroll	Current Enroll	Wait List
	Register	HEAD SECRETARIES MEETING WorkShop ID: 14MTG-HDSC1-N01	Friday, November 01, 2013	Friday, November 1, 2013 1:30pm - 3:30pm	DISTRICT OFFICE	25	1	0
	View	APPLIC TEST WorkShop ID: 14PLC-TEST1-N01 See attached for more information!	Friday, November 01, 2013	Friday, November 1, 2013 1:30pm - 3:30pm	CPEC - CENTRAL BOARD ROOM	12	1	0
	Register		Thursday, October 24, 2013	STEVENSON, GARY F.	DISTRICT OFFICE SCHOOL & ROOM TBD	0	0	0
	Register					0	0	0
	Register					0	0	0
	Register					0	0	0
	Register					0	0	0
	Register					0	0	0

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Workshop List

Search for keyword(s):

OR Text (Search Everything):

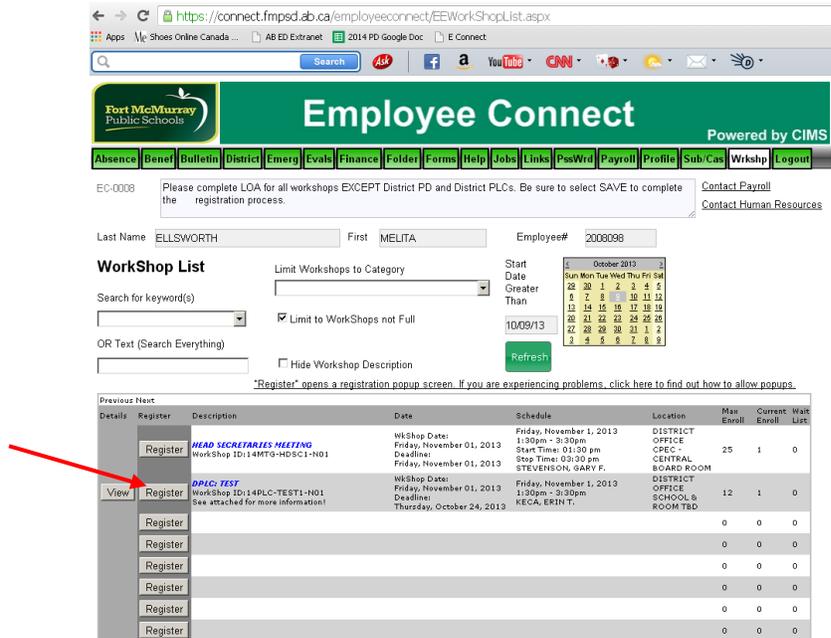
Previous Next

Details	Register	Description
	Register	HEAD SECRETARIES MEETING WorkShop ID:
	View	APPLIC TEST WorkShop ID: See attached!
	Register	

I am the attachment.
Read me, close me,
then register for your
workshop!
Thank you! 😊

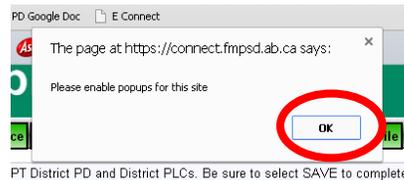
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4. To register for a workshop, click on REGISTER in the left Register column.

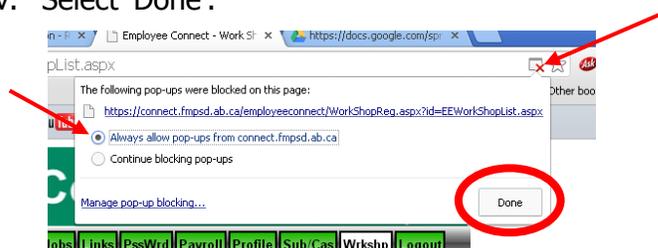


5. The workshop information will pop-up in a new screen.
 a. If you are using Google Chrome and get a pop-up error,

i. select 'OK'



- ii. Click on the RED 'x' at the end of your address bar;
- iii. Select 'Always allow pop-ups from connect.fmpsd.ab.ca';
- iv. Select 'Done'.



v. Select REGISTER again

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- b. If there is no pop-up error, the workshop you selected will pop-up with the workshop information – date, time, location, description, etc. You must select a sub option. **Please select the "No Response – Make a Selection" for DPLC's ONLY**; select no sub required (with am/pm/full) if you do not require a TOC because you are not missing class time; select sub required (with am/pm/full) if you do require a TOC because you are missing class time.

WorkShop: 14PLC-TEST1-N01 DPLC: TEST
 Location: 08 DISTRICT OFFICE SCHOOL & ROOM TBD
 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: 1 Waitlist: 0 #Same Day: 1
 Substitute/Casual Required: Selection Required .. Absent Location1: SPECIAL ED
 Brief comment FOR Sub/Cas (Max 3 lines): Selection Required
 Absent Location2: .. No Second Location ..
 Brief comment FOR Sub/Cas Clerk: No Sub reqd - Absent AM only
 No Sub Req'd - Absent FULL Day
 No Sub Req'd - Absent PM only
 Sub Required ALL Day(s)
 Sub Required AM Only
 Sub Required PM Only
 14MTG-HDSC1-N01 *Registered for other workshops*

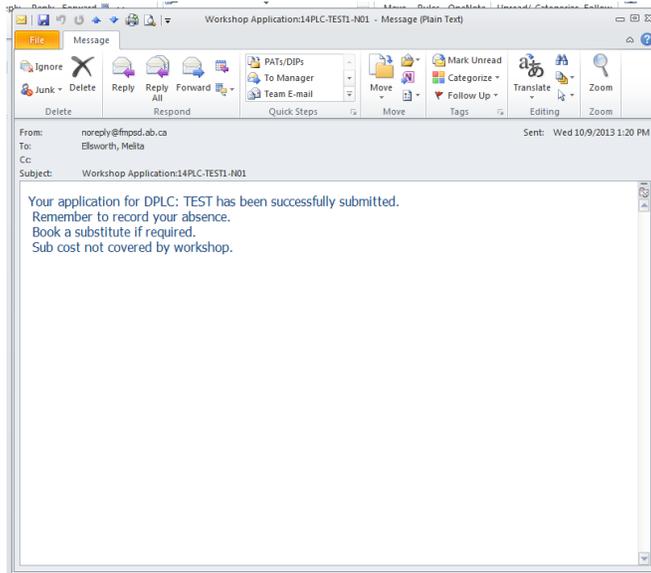
Register Send reminder ** Window will automatically close
 Cancel ** Click CANCEL if you do not want to register - Window will close

6. If you would like to receive an email confirmation that you are registered, select the 'Send reminder' option. An email will be sent to you.

Register Send reminder (ick) to my calendar ** Window will automatically close
 Cancel ** Click CANCEL if you do not want to register - Window will close

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7. Select **REGISTER** to register for the workshop. Select **CANCEL** to cancel the registration process.
8. If you selected the 'Send reminder' option, an email from "noreply@fm-psd.ab.ca" will be sent to you.



- NOTE: This email MAY arrive in your 'JUNK' email folder. If so,
- a. Move the email to your 'INBOX',
 - b. Right click on the email,
 - c. Select JUNK EMAIL,
 - d. Select ADD SENDER TO SAFE SENDERS LIST,
 - e. All future emails from this address should go to your INBOX.

