

- 1. Log in to Employee Connect
  - a. Go to <u>www.fmpsdschools.ca</u>
  - 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\*\**

| Fort McMurray<br>Public Schools  | Employee  | Connect   | ed by CIMS |
|--|---|---|------------|
| Help         Popups           EC-0001         System backup occurs midnite-              | -3am. Item added may have errors  |   | Ā          |
|  |   | Best viewed 1024 x 768  |            |
| User ID  | Welcome to Employee Conr<br>information (address, pay, al<br>Forgot My Password/Retri | iect, the tool that allows you to view your district<br>osence, etc.) and also to review/apply to job postings.<br>eve Initial Password |            |
| Password<br>Sign In  | Help<br>Date 2013-08-22   | * Password is a PopUp - Refer to<br>PopUps Tab if password window<br>does not appear *  |            |
| Version 17.0 June 19, 2013   | Time 11:46:09   |   |            |
| Require Adobe reader to print/view informati<br>Browser must allow popups to view HELP a | on - click here to download free copy<br>nd attachments, etc click here to find out   | how to allow popups   |            |

2. Go to WORKSHOPS. Select WORKSHOP LIST.

| Public Schools               |              |                   | Privered by           | сімз      |
|------------------------------|--------------|-------------------|-----------------------|-----------|
| Ponto Ponti Paroan Pricoany  |              |                   | My Work Shops         |           |
| C-0024                       |              |                   | Work Shop List        |           |
|                              |              |                   | Work Shop Calendar    | <u>es</u> |
| ast Name ELLSWORTH           | First MELITA | Employee# 2008098 | Work Shop Facilitator |           |
|                              |              |                   | PD                    |           |
|                              | <b>v</b>     |                   |                       |           |
| lost Recent Deposit: 07/15/2 | 013          |                   |                       |           |
|                              |              | Admin C           | Connect               | •         |
|                              |              |                   |                       |           |
|                              |              |                   |                       |           |
|                              |              |                   |                       |           |



3. 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.







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

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| EC-0008             | Plea                    | se complete LO<br>registration p                 | A for all workshops<br>rocess. | EXCEPT               | District PD an   | d District PL                        | DS LINKS P  | select SAVE to   | complete  | intact Participation | ayrol<br>umar |
| Last Na             | ne ELLS                 | WORTH  |                                | First                | MELITA   |                                      | Employee  | ¥ 2008098  |   |                      |               |
| Search 1<br>OR Text | or keyword<br>(Search E | (s)<br>•<br>verything)                           | Limit to Wo                    | orkShops<br>shop Des | not Full   |                                      | Date<br>Greater<br>Than<br>10/09/13<br>Refresh                            | Sun Mon Tue Wed Th<br>22 30 1 2 3<br>0 7 8 9 1<br>13 14 15 15 1<br>20 21 22 23 2<br>27 28 29 30 3<br>3 4 5 6 7 | 0 Fri Sat<br>. 4 5<br>2 11 12<br>2 12 19<br>4 25 25<br>1 1 2<br>. 8 8 |                      |               |
| 0                   |                         |  | "Register" opens a             | registrati           | on popup scree   | n. If you are                        | experiencing (  | problems, click l  | nere to find out ha   | w to allo            | w po          |
| Details             | Register                | Description                                      |                                |                      | Date   |                                      | Schedule  |  | Location  | Max                  | Cur           |
|                     | Register                | HEAD SECRETA<br>WorkShop ID:1                    | RIES MEETING<br>MTG-HDSC1-N01  |                      | WkShop Date<br>Friday, Nover<br>Deadline:<br>Friday, Nover | :<br>nber 01, 2013<br>nber 01, 2013  | Friday, Nove<br>1:30pm - 3:<br>Start Time: I<br>Stop Time: C<br>STEVENSOI | mber 1, 2013<br>30pm<br>01:30 pm<br>13:30 pm<br>N, GARV F.   | DISTRICT<br>OFFICE<br>CPEC -<br>CENTRAL<br>BOARD ROOM                 | 25                   | 1             |
| View                | Register                | DPLC: TEST<br>WorkShop ID: 1-<br>See attached fo | PLC-TEST1-N01                  |                      | WkShop Date<br>Friday, Nover<br>Deadline:<br>Thursday, Oc  | :<br>nber 01, 2013<br>tober 24, 2013 | Friday, Nove<br>1:30pm - 3:<br>KECA, ERIN                                 | mber 1, 2013<br>30pm<br>T.   | DISTRICT<br>OFFICE<br>SCHOOL &<br>ROOM TBD                            | 12                   | 1             |
|                     | Register                |  |                                |                      |  |                                      |   |  |   | 0                    | 0             |
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|                     | Register                |  |                                |                      |  |                                      |   |  |   | 0                    | 0             |
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- 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



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.

| C 🔒 https://c                                   | onnect.fmpsd.a                         | <b>D.ca</b> /employeeconnect/EEWorkShopList.aspx        |  |   |  |  |  |  |  |
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| e Shoes Online Canad                            | la 📄 AB ED Extr                        | net 🔠 2014 PD Google Doc 🗋 E Connect                    |  |   |  |  |  |  |  |
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| CIMS - Employee ¥                               | VorkShop Registrat                     | on - Google Chrome                                      |  | ×   |  |  |  |  |  |
| https://connec                                  | :t.fmpsd.ab.ca/                        | mployeeconnect/WorkShopReg.aspx?id=EEWorkShopList.aspx  |  |   | CIME   |  |  |  |  |
| MELITA  | EL                                     | LSWORTH 2008098   |  |   | CINS   |  |  |  |  |
|   |  | Melita.ellsworth@fmpsd.ab.ca                            |  |   | gout   |  |  |  |  |
| WorkShop:                                       | 14PLC-TEST1-N0                         | DPLC: TEST  |  |   |  |  |  |  |  |
| Location:                                       | 08                                     | DISTRICT OFFICE SCHOOL & ROOM TBD                       |  |   | sources  |  |  |  |  |
| Description: See attached for more information! |  |   |  |   |  |  |  |  |  |
| Date:   | 2013/11/01 F                           | iday, November 1, 2013 Deadline: 2013/10/24 Cancel:     |  |   |  |  |  |  |  |
| Time:   | 1:30pm - 3:30pm Start Time: Stop Time: |   |  |   |  |  |  |  |  |
| Maximum:  | 12 Numbe                               | r Enrolled: 1 Waitlist: 0 #Same Day: 1                  |  |   |  |  |  |  |  |
| Substitute/Casual I                             | Required S                             | election Required  Absent Location1: SPECIAL ED         | •  |   |  |  |  |  |  |
| Brief comment FOI                               | R S                                    | election Required Absent Location2: No Second Location  | •  |   |  |  |  |  |  |
| Sub/Cas (Max 3 lin                              |  | Sub reqd - Absent AM only                               | kshops*  |   | <u>s.</u>  |  |  |  |  |
| Brief comment FU                                | R Sub/Cas Clei No<br>No                | Sub Regd - Absent FULL Day<br>Sub Regd - Absent PM only |  |   | Wait   |  |  |  |  |
| Register ++ \                                   | Send reminder Su<br>Window will aut Su | Required ALL Day(s)                                     |  |   | List   |  |  |  |  |
|   | Su                                     | Required PM Only  |  |   | 0  |  |  |  |  |
| Cancel ** (                                     | Click CANCEL if yo                     | u do not want to register - Window will close           | 1.   |   |  |  |  |  |  |
| INEGISTEI WORKSHOP                              | had for more informed                  | Deadline: PECA EDINT SCHOOL®                            | 12   | -   | 0  |  |  |  |  |
| Pogictor  | neo for more informac                  | Thursday, October 24, 2013 RECA, ERINT. ROOM TBD        | 0  | 0   | 0  |  |  |  |  |
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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.

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| EC-00  | MELITA          |                  | ELLSW            | ORTH                  | 20080           | 98           |           |                                  |                | 1        |               |  |
|        |                 |                  |                  |                       | Melita.ell      | swarth@fmp   | sd.ab.ca  |                                  |                |          | sources       |  |
| 1.000  | WarkShop:       | 14PLC-TEST       | '1-ND1           | DPLC: TEST            |                 |              |           |                                  |                |          |               |  |
| Cast   | Location:       | 08               | DIST             | RICT OFFICE           |                 | SCH          | 00L & R0  | IOM TBD                          |                |          |               |  |
| Woi    | Description:    | See attacher     | d for more infor | mation                |                 |              |           |                                  |                |          |               |  |
| Searc  | Date:           | 2013/11/01       | Friday, No       | vember 1, 2013        | (               | Deadline: 20 | 013/10/24 | Cancel                           |                |          |               |  |
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|        | und somment     | FOR Sub/Cas CI   | erk              |                       | 14MT0           | 3-HDSC1-NO   | 11        |                                  |                | [        |               |  |
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|        | Cancel          | ** Click CANCEL  | if you do not    | want to register - Wi | ndow will close |              |           |                                  | 4              |          | 0             |  |
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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 "<u>noreply@fmpsd.ab.ca</u>" 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.

| 🖌 Inbox - Microsoft Outlook   |            |                                  |              |                             |      | _ 0 :  |  |  |  |  |
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