



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***

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 WORKSHOP LIST.

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

HOW DO I REGISTER FOR A WORKSHOP

- 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.

← → ↻ <https://connect.fmpsd.ab.ca/employeeconnect/EEWorkShopList.aspx>

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Fort McMurray Public Schools **Employee Connect** Powered by CIMS

Absence **Benef** **Bulletin** **District** **Emerg** **Evals** **Finance** **Folder** **Forms** **Help** **Jobs** **Links** **PssWrd** **Payroll** **Profile** **Sub/Cas** **Wrkshp** **Logout**

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 First Employee#

WorkShop List

Limit Workshops to Category Start Date Greater Than

Search for keyword(s)

☒ Limit to WorkShops not Full ☐ Hide Workshop Description

OR Text (Search Everything)

["Register" opens a registration popup screen. If you are experiencing problems, click here to find out how to allow popups.](#)

Details	Register	Description	Date	Schedule	Location	Max Enroll	Current Enroll	Wait List
<input type="button" value="Register"/>	<input type="button" value="Register"/>	HEAD SECRETARIES MEETING WorkShop ID: 14MTG-HDSC1-N01	WkShop Date: Friday, November 01, 2013 Deadline: Friday, November 01, 2013	Friday, November 1, 2013 1:30pm - 3:30pm Start Time: 01:30 pm Stop Time: 03:30 pm STEVENSON, GARY F.	DISTRICT OFFICE CPEC - CENTRAL BOARD ROOM	25	1	0
<input type="button" value="View"/>	<input type="button" value="Register"/>	DRPLC TEST WorkShop ID: 14PLC-TEST1-N01 See attached for more information!	WkShop Date: Friday, November 01, 2013 Deadline: Thursday, October 24, 2013	Friday, November 1, 2013 1:30pm - 3:30pm KECA, ERIN T.	DISTRICT OFFICE SCHOOL & ROOM TBD	12	1	0
<input type="button" value="Register"/>	<input type="button" value="Register"/>					0	0	0
<input type="button" value="Register"/>	<input type="button" value="Register"/>					0	0	0
<input type="button" value="Register"/>	<input type="button" value="Register"/>					0	0	0
<input type="button" value="Register"/>	<input type="button" value="Register"/>					0	0	0
<input type="button" value="Register"/>	<input type="button" value="Register"/>					0	0	0
<input type="button" value="Register"/>	<input type="button" value="Register"/>					0	0	0

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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

WorkShop List

Search for keyword(s)

OR Text (Search Everything)

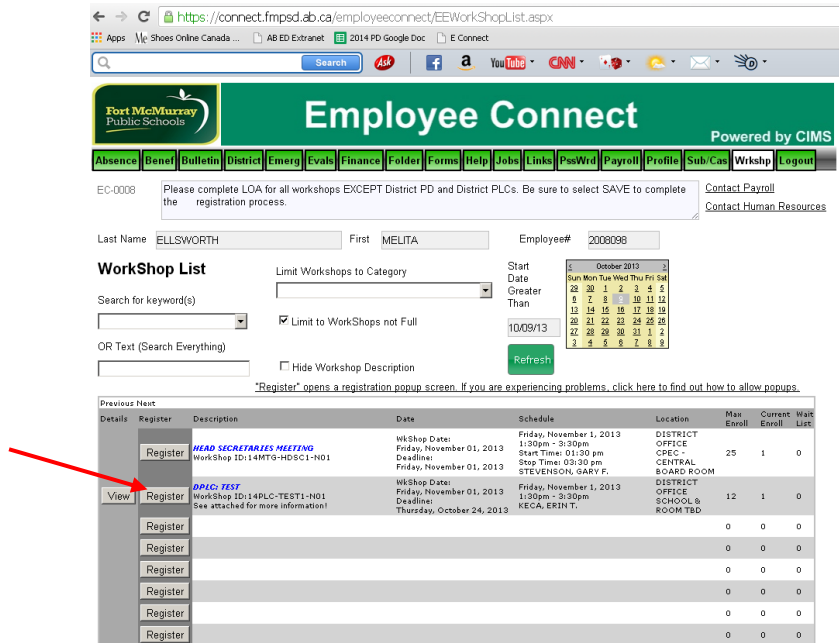
["Register" opens a registration popup screen. If you are experiencing problems, click here to find out how to allow popups.](#)

Details	Register	Description
<input type="button" value="Register"/>	<input type="button" value="Register"/>	HEAD SECRETARIES MEETING WorkShop ID: 14MTG-HDSC1-N01
<input type="button" value="View"/>	<input type="button" value="Register"/>	DRPLC TEST WorkShop ID: 14PLC-TEST1-N01 See attached for more information!
<input type="button" value="Register"/>	<input type="button" value="Register"/>	
<input type="button" value="Register"/>	<input type="button" value="Register"/>	
<input type="button" value="Register"/>	<input type="button" value="Register"/>	
<input type="button" value="Register"/>	<input type="button" value="Register"/>	
<input type="button" value="Register"/>	<input type="button" value="Register"/>	
<input type="button" value="Register"/>	<input type="button" value="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.



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.

Last Name: ELLSWORTH First: MELITA Employee#: 2008098

WorkShop List

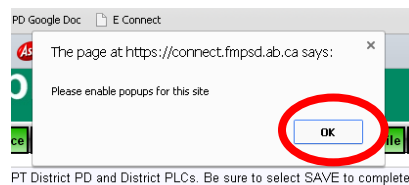
Limit Workshops to Category: [Dropdown]
Start Date: [Calendar]
Greater Than: 10/09/13
Refresh

Search for keyword(s): [Text Box]
OR Text (Search Everything): [Text Box]
Limit to WorkShops not Full: ☒
Hide Workshop Description: ☐

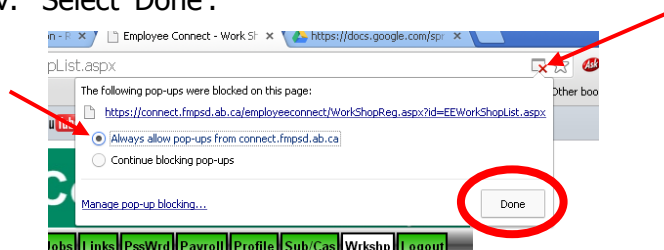
Previous Next

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	1:30pm - 3:30pm Start Time: 01:30 pm Stop Time: 03:30 pm Deadline: Friday, November 01, 2013 STEVENSON, GARY F.	DISTRICT OFFICE CPEC - CENTRAL BOARD ROOM	25	1	0
View	Register	APAC TEST Workshop ID: 14PLC-TEST1-N01 See attached for more information!	Friday, November 01, 2013 Thursday, October 24, 2013	1:30pm - 3:30pm Deadline: Friday, November 01, 2013 KECA, ERIN T.	DISTRICT OFFICE SCHOOL & ROOM TBD	12	1	0
	Register					0	0	0
	Register					0	0	0
	Register					0	0	0
	Register					0	0	0
	Register					0	0	0
	Register					0	0	0

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'



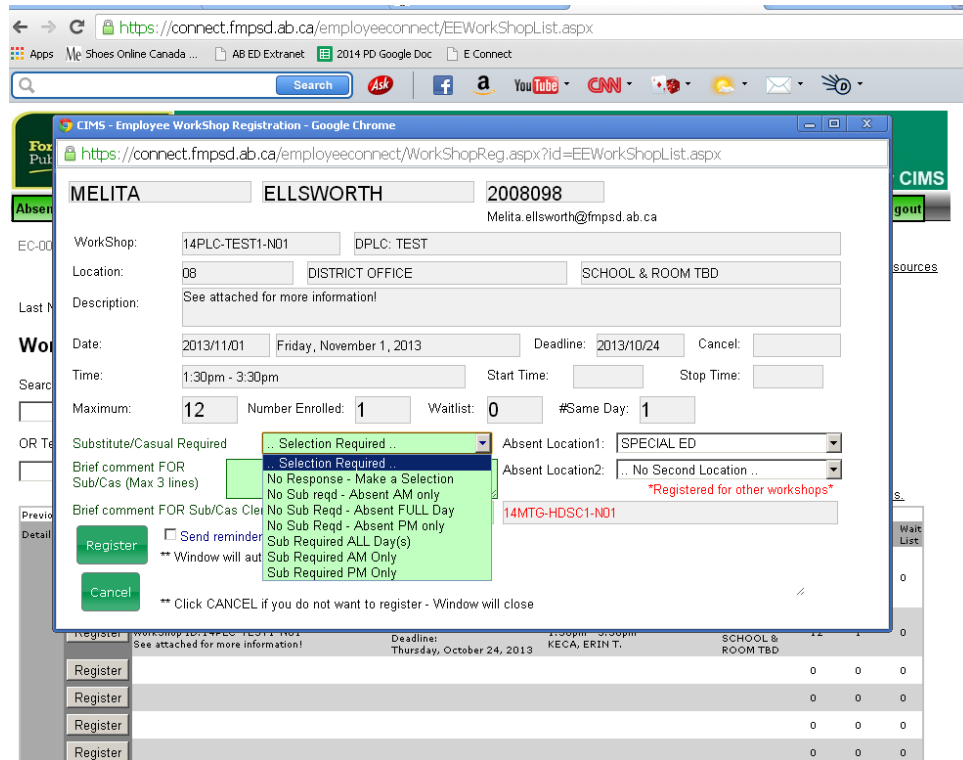
- ii. Click on the RED 'x' at the end of your address bar;
- iii. Select 'Always allow pop-ups from connect.fmpsd.ab.ca';
- iv. Select 'Done'.



- 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.



CIMS - Employee Workshop Registration - Google Chrome

https://connect.fmpsd.ab.ca/employeeconnect/WorkShopReg.aspx?id=EEWorkShopList.aspx

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: 1 Waitlist: 0 #Same Day: 1

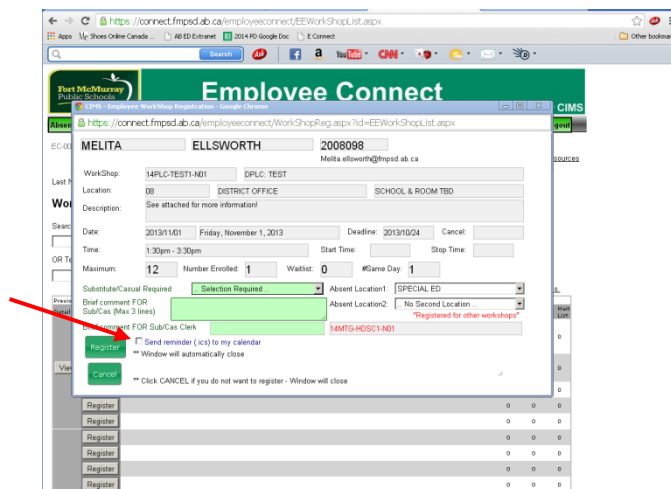
Substitute/Casual Required: Selection Required .. Absent Location1: SPECIAL ED
Brief comment FOR Sub/Cas (Max 3 lines): Selection Required
No Response - Make a Selection
No Sub reqd - Absent AM only
No Sub Req - Absent FULL Day
No Sub Req - Absent PM only
Sub Required ALL Day(s)
Sub Required AM Only
Sub Required PM Only
Absent Location2: No Second Location ..
14MTG-HDSC1-N01 *Registered for other workshops*

** Window will automatically close

** Click CANCEL if you do not want to register - Window will close

Register	Workshop	Workshop ID	Deadline	Time	Location	Max	Enrolled	Waitlist	#Same Day
Register	14PLC-TEST1-N01	See attached for more information!	Thursday, October 24, 2013	1:30pm - 3:30pm	KECA, ERIN T.	12	1	0	1
Register					SCHOOL & ROOM TBD	0	0	0	0
Register						0	0	0	0
Register						0	0	0	0
Register						0	0	0	0

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.



Employee Connect

https://connect.fmpsd.ab.ca/employeeconnect/WorkShopReg.aspx?id=EEWorkShopList.aspx

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: 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
No Response - Make a Selection
No Sub reqd - Absent AM only
No Sub Req - Absent FULL Day
No Sub Req - Absent PM only
Sub Required ALL Day(s)
Sub Required AM Only
Sub Required PM Only
Absent Location2: No Second Location ..
14MTG-HDSC1-N01 *Registered for other workshops*

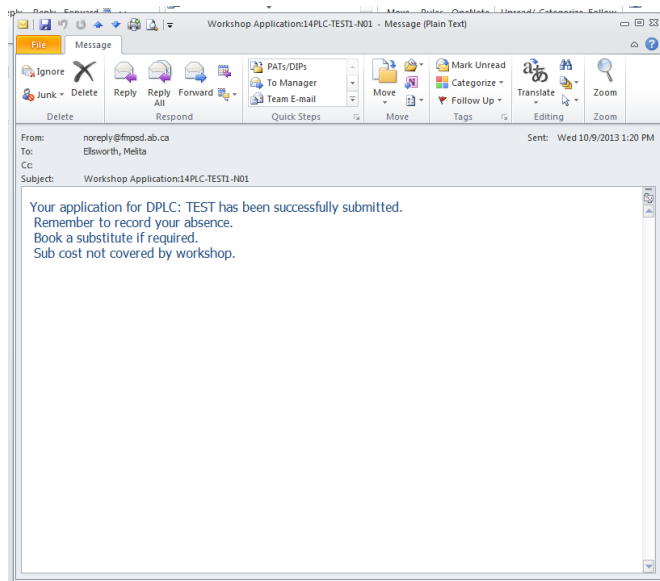
☒ Send reminder (ick) to my calendar
** Window will automatically close

** Click CANCEL if you do not want to register - Window will close

Register	Workshop	Workshop ID	Deadline	Time	Location	Max	Enrolled	Waitlist	#Same Day
Register	14PLC-TEST1-N01	See attached for more information!	Thursday, October 24, 2013	1:30pm - 3:30pm	KECA, ERIN T.	12	1	0	1
Register					SCHOOL & ROOM TBD	0	0	0	0
Register						0	0	0	0
Register						0	0	0	0
Register						0	0	0	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 "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.

