EmployeeConnect: Signing In – Network ID/Account

Welcome to EmployeeConnect, your full service single sign-on information portal. The system can be accessed from anywhere you have Internet access.

EmployeeConnect will allow you to:

- View employee profile information and be able to online change certain fields (address, phone) knowing that changed fields are audited and viewable/reportable at district office
- Review/edit emergency contact information
- Review benefits information
- Review current pay (all previous years) and be able to print/re-produce any pay statement
- Review absence balances and history of all absences taken.
- Review online staff directory
- Access finance to see what cheques/expenses have been paid to you from finance
- See workshops that you have attended/requested and be able to review district offered workshops and register online for workshops
- Access internal/external job postings and apply
- Review any online forms that need your attention
- Review your eFolder and any filed documents that district has filed

Substitute Teacher (Teacher on Call):

- Profile Tab: update a telephone number and email address you can be reached at.
- Sub/Cas Tab:
    1. View jobs already assigned to you along with any notes/comments that the teacher has indicated on the initial leave request.
    2. Click on any date(s) and block/unblock yourself from being available to sub.
    3. Be able to book your own jobs (**depending if your district is using this option**)

Accessing EmployeeConnect:

- Open your web browser (ex. Internet Explorer, Firefox, Chrome, Safari, Edge) and go to your division website.
- Find the EmployeeConnect link.
- Sign in with your network ID/account and password.

**We suggest you bookmark the EmployeeConnect page and add it to your *Favourites* for quicker access in the future. **

Common problems when trying to sign in:

- Entering a wrong network ID/account: this may be due to you accidently typing it in wrong or potentially it was entered wrong in the system. If you continue to get the error, contact board office to ensure you have been entered in the system correctly.
- Your password is incorrect: use *'Forgot My Password'* to have your password sent to your email.
- Caps lock is on.

Other important notes:

- EmployeeConnect will be available from your division website or you can input a URL as assigned by board office.
- The information that you input is totally secure; it is not being saved. It is on the local website so not retrievable for intruders.
- All information presented to staff is 'live' up to the minute. Any information updated by the employee (by requesting to save) is updated immediately for office and other users to access.
- This application does not want you to utilize standard web back and forward. Use the application tabs (ex: *Profile* or *Absences*) available at the top of each screen to access different options. **DO NOT use the standard browser <back> button.**
- If you are doing any work that requires more than one page, remember to SAVE each page. Do not input your information and then click to go to the next page. Refreshing to a new page without a save means you have chosen to refresh the page and none of your updates will be saved.
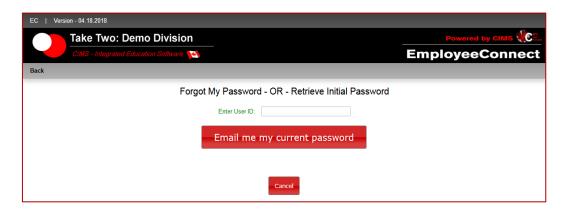
Access by Network ID/Account:

- A network ID/account & password is unique to each individual as assigned by board office. Your board office will have a process for assigning your network account and password. If you do not know your network account or password, have issues signing into EmployeeConnect, or have any questions regarding your network account, please contact the appropriate person/department at your board office.

Forgot Your Password?

- If you have already been on the system and just forgot your password, you can ask the system to email you your password. Passwords are sent to the email address your division office has on file for you. To have your password emailed to you, click on the '**Forgot My Password**' link.
- A popup screen will be displayed. In order to get the popup to display on your screen, your browser must allow popups (instructions on how to turn off the popup blocker for your particular browser can be found by clicking on the POPUP tab at the top left of the sign-on screen).
    1. ** IF an email does not appear to the email indicated in the window ** Check your trash or spam as some email providers (Gmail, Hotmail) are very sensitive to email content and may have accidentally placed that email in your junk or spam folders.
    2. Once your password has been emailed to you, use this password along with your network ID/account credentials to sign in. Once signed in, you can use the **Manage Password** tab to change your password to something more meaningful to you.

Get Initial Password:

- If you have never signed on before and do not know your password, you can ask the system to email you your password. Passwords are sent to the email address your division office has on file for you. To have your password emailed to you, click on the '**Get Initial Password**' link.

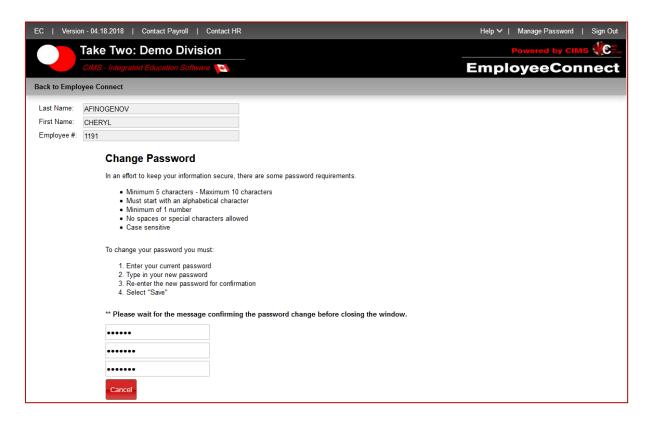## How to add EmployeeConnect to your mobile device:

- Full instructions (step by step instructions with pictures) can be found on the sign-on screen below '**Get Initial Password**'.
    1. Launch your browser.
    2. Navigate to the web page you want to pin to your home screen.
    3. Tap the share button on your browser's toolbar (rectangle with the arrow pointing upwards).
    4. Click to add (pin) this to your home screen.
    5. Enter a name for the shortcut.
    6. Tap the '**Add to Home Screen**'.

Changing your password:

- We recommend that you change your password when you first sign-in AND on a regular basis; do NOT share this password with anyone, as your account has the authority to update many personal details, including contact information.
- To change your password once you have signed in:
    1. Click on the '***Manage Password***' tab in the top right toolbar.
    2. Enter the current password into the OLD password field.
    3. Enter your NEW password using the rules indicated on the screen.
    4. Re-enter the password on the next line.
    5. Click on the '***Save***' button and wait for a change confirmation message.
    6. Close the window.

Take Two website – help documents & video:

- The Take Two website offers many helpful resources. To access help documents, videos, templates, webinars and other helpful tools, visit www.taketwoinc.com.
    1. Support Documents: here you will find many documents related to all things CIMS. There are many manuals, specific documents, and instructions. Videos are also posted here.
    2. **Help on a Connect Page:** use help –> current page or help –> what's new