2022-2023 EA ASSIGNMENT

ELECTRONIC POSTING APPLICATION INSTRUCTIONS:

if you have any problems, contact Vanessa (HR) immediately
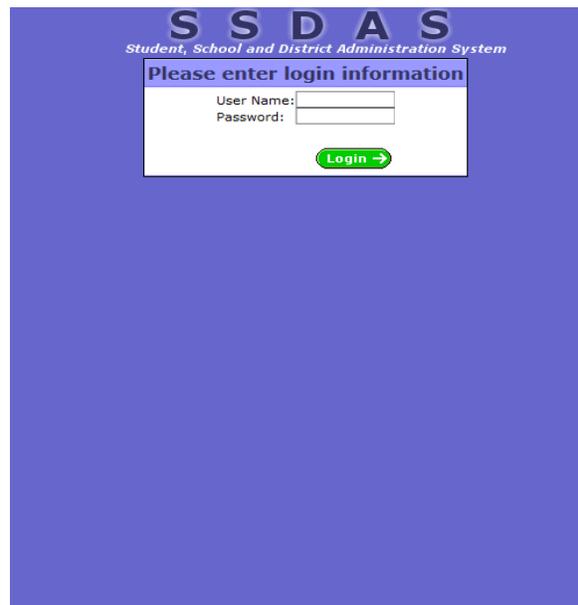
vlysne@sd79.bc.ca or 250-748-0321 ext 270

NOTE: Be sure your login screen looks EXACTLY like this (NOTHING else is on this screen):

If you find another box below the white one on the right that mentions "parent something," it is not the correct URL. Be sure the URL is exactly:

https://www.awinfosys.com/das2/sd79hr/ and then hit <enter>. Watch that it is not automatically defaulting to a SSDAS saved link with a longer URL. Just what you see above.

Login is: first letter of first name followed by lastname: John Smith would be: jsmith. If you can't login, email Vanessa right away vlysne@sd79.bc.ca IF during work hours, please call Stacey to reset a password 250-748-0321 ext 279

S S D A S
Student, School and District Administration System
Please enter login information
User Name:
Password:
Login →

Once you login, you will see the following screen:

NOTE: **When postings are ACTIVE and can be applied for**, you will see this menu option. <u>If postings are not active, you will not see the Step 1, Step 2 part of this menu.</u> Those just activate when the positions are live for applying. In the meantime…

Things I can do:		My I
Step 1 Set Preferences		
Step 2 Apply for Postings		Name:
Upload Qualification Certs		School:
My Position Status & History		Grade:
View Open Postings		Ins
Change Password		
Logout	Notes from Vanessa, HR Officer:	

Your available menu options are on the left above, noted by the arrow under "Things I can do."

One of your options is to "Change Password." Go ahead and click Change Password, which will bring you to this screen: Password must be minimum 6 characters which must include: 1 capital, 1 small, 1 number such as: Jsmith68

Change Password
New Password:
Confirm Password:

Enter a NEW password that you will remember and then confirm it. **Then click on the green check mark** in the top left of the box and your password will save.

CHECK QUALIFICATIONS: Back to the main screen under *'Things I can do.'* Now click "Upload Qualifications Certs" This is where you will see what qualifications we have on file for you. Let HR know if you believe you have a qualification that is not listed. You can also upload a qualification to HR here, but you must let me know, OR you can send it attached to an email to me vlysne@sd79.bc.ca

Now close the qualification listing and you will go back to the main screen which looks like this:

Step 1 Set Preferences	
Step 2 Apply for Postings	
Upload Qualification Certs	
My Position Status & History	
View Open Postings	
Change Password	
Logout	

My I

Name:

School:

Grade:

In

Notes from Vanessa, HR Officer:

If postings are open, click **Step 1 Set Preferences**. Below is an example for someone who has **CHG (change)** on their position. For those with REG or DEL, it would look different depending on rights under those circumstances. This screenshot is for those with CHG:

Set Preferences

Your position is listed as **CHANGE**.

Please indicate your preference from the options below:

○ Stay (if you still qualify) and your position does not get claimed by a **senior person with the right to bump**,
○ Vacate to another position, or
○ Go to the Casual list

Please be sure to complete Step 2 in the "Things I can do" menu to ensure you have postings selected in case your position is **claimed by a senior person with the right to bump**.

If you have chosen to go to the Casual list, you do not need to continue to Step 2 to apply for any further postings.

Always click the green check mark (top left side) once you have made your choice. You must fill this in.

If for example you want to only vacate to perhaps one other position but stay in your own position if that other position is taken, then click vacate above and in your position preference order, put the one you hope for as your 1st preference and the one you own would be your 2nd preference in your preferences.

Now, after clicking the green checkbox to save, exit by clicking the red sign beside it to go back to Things I can do menu and click Step 2 Apply for Postings:

Things I can do:

Step 1 Set Preferences
Step 2 Apply for Postings
Upload Qualification Certs
My Position Status & History
View Open Postings
Change Password
Logout

My I

Name:
School:
Grade:

Ins

Notes from Vanessa, HR Officer:

When postings are ACTIVE and can be applied for, you will see this menu option. Once you have completed Step 1, next click step 2.

You will go to a screen similar to this:

Note the search boxes at the top noted by the arrow. You can narrow down available positions to you such as "behaviour" etc or narrow it down by site such as "Khowhemun." Or just view them all. If you maximize your screen, you can see more.

The 2 columns on the right side, "Positions You Qualify For" (the system knows!) or "Preview All Positions" are both available choices. Click "Positions I Qualify for" or one of the lines if you want to be more specific. This year, one cannot apply for a position held by a more senior person. This will eliminate making choices that one cannot apply or claim anyway. This will save a lot of time!

After clicking anywhere on the position listed, the box with a position will change to yellow, meaning you are applying. You will see this now added to your "cart" on the top left side. If you change your mind or click

the wrong position, just click the yellow area again and it will disappear from the cart. If you have more than one position selected in the cart, just click the "X" beside any position in the CART to remove it from your cart.

If it does not turn yellow, it will indicate you don't have the qualifications to apply for the position or it is held by someone senior to you. You can go back to Things I Can Do men and click Qualifications and compare to the position to see what you are missing.

Once you have selected all positions for which you are applying, YOU MUST PUT YOUR CHOICES IN PREFERENCE ORDER!! *This is a critical step*! Once the system gets to your seniority number, should you have several selected positions, it must know your 1st choice, 2nd choice, 3rd choice, etc. You will be awarded your highest preference choice based on seniority and qualifications that is available once it is your turn in seniority.

In the cart on the top left of your screen, you will see your selections for which you want to apply. Preference order is listed here in the cart. Change these numbers to YOUR preference. Maybe it is 3, 1, 2 not 1, 2, 3 for example. Make your preference order and click the Submit Applications button above the cart. You submit and exit out and come back later and even change your preference order, add or delete a position choice etc later. You can also make these preference order changes under My Position Status under Things I Can Do menu - by clicking the up and down arrows to move things around. These arrows are on the right side of the list beside each position choice.

Once you have clicked on all the positions that you know you want, and you have put them all in your preference order, click on "Submit Applications" button. It's above the cart.

That's it! You have applied for positions for which you qualify. As soon as positions have all been awarded automatically on June 17, 2021 by 4:00 pm, an email is automatically generated to each person's **school district email account** indicating you have been awarded a particular position along with the details. If you need a password reset on your district email please contact the Helpdesk 250-748-0321 ext 217. Don't confuse district email/password with the login/password of this electronic SSDAS system. Two different things. You can also reset your own district email password yourself: go to our district website and click the STAFF tab, password reset, scroll down a little and you can reset it yourself.

Good luck!