

# Memo



TO: CUPE Education Assistants  
FROM: Vanessa A. Lysne, Human Resources Manager  
DATE: Wednesday, May 18, 2022  
RE: Electronic EA Assignment Process – Check password and qualifications.

---

1) ACTION: Before Friday, May 27<sup>th</sup> you are each required to do two simple things:

1. Please log onto the SSDAS site and check that you remember your password. If you changed it and forget what it is, please email Ashley at [hrcupeusw@sd79.bc.ca](mailto:hrcupeusw@sd79.bc.ca) and she will reset it for you and respond with your new password to your district email.
2. While logged in, please check every one of your qualifications and expiry dates – all of them! If, for example, food safe is required for a position and yours has expired, the system will not award a position to you requiring food safe as it will consider you not qualified. Please CHECK and update all your qualifications so you are not disappointed! Your qualifications can be attached and uploaded to HR within the system, or you can attach to a usual email and send it to Ashley ASAP.

Instructions for the above are on our district website under CUPE Information.

The date of the EA Assignment meeting will be determined and announced on or about May 27, 2022.

Hold your phone's camera up to the QR Code below to take you directly to the correct SSDAS site.

