



TO: CUPE Education Assistants
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: Thursday, June 1, 2023
RE: Electronic EA Assignment Process – Check password and qualifications.

1) ACTION: By Tuesday, June 6th 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 Jessica at hrcupeusw@sd79.bc.ca and she will reset it for you and send 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 that requires food safe as it will consider you not qualified. Please CHECK and update HR with 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 Jessica ASAP.

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

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

