

## Information for New Educational Assistants (Spareboard)

### Call-Outs

Call-outs will be made start (t)-3 ( (t)-/P01 ( ))-3 ( )10. (t)- sat4 st3 9 stTw sp swtytw)w Nt (t)-p d (t)v0 T (w)ie1.4 (sm)-6.4 (9

- Follow the instructions for [Registration Procedure](#)

- Review the ADS call out procedures for CUPE 947: [Guide for Call Out](#)

**If you have not received a call by 7:30 am, please call**

call 250-475-4126 to confirm there is no other work  
making plans for the day. Do not assume there is

### District Email

You will receive a second email from Human Resource Services with your user name and temporary password. This is used to access your SD61 District Email Account and to access eServices. After changing your temporary password, please log into eServices and do the following:

- Check that your phone number(s) on file is correct,
- Make sure you know your PIN so you can accept dispatches,
- Update your unavailability in advance of callouts with as much notice as possible.

### eServices

All of the options you need to access through eServices are nested under the *My Info* Menu: <https://merga.sd61.bc.ca/live/Home.aspx>,

To review your **phone numbers** that we have in our system:

- 1) Go to the School District Website
- 2) Click on "**Staff**"
- 3) Click on "**e-Services**"
- 4) Click on "**My Info**"
- 5) Click on "**Phone & Email**"
- 6) Click on "**Change Telephone**"

To reset your **PIN**:

- 1) Go to the School District Website
- 2) Click on "**Staff**"
- 3) Click on "**e**

To make yourself **unavailable**:

- 1) Go to the School District Website
- 2) Click on "**Staff**"
- 3) Click on "**e-Services**"
- 4) Click on "**My Info**"
- 5) Click on "**Time & Attendance**"
- 6) Click on "**Dispatch & Workboard**"
- 7) Click on "**Unavailability**"

Once you have accepted a dispatch, you can view the details on-line through eServices.

To review your **dispatches on-line**:

- 1) Go to the School District Website
- 2) Click on "**Staff**"
- 3) Click on "**e-Services**"
- 4) Click on "**My Info**"
- 5) Click on "**Time & Attendance**"
- 6) Click on "**View or Change**"

For further assistance accessing eServices, please go to the eServices Help web page:

<https://www.sd61.bc.ca/staff-support-portal/using-eservices/>

### **General Information**

We require you to be ready and available to work each and every school day. Should you not be available to work on the occasional day due to illness or injury, please update your unavailability via eServices with the Automated Dispatch System (ADS) by 6:00 am. For any day that you have already been dispatched to a school, but need to cancel the dispatch and request a replacement for yourself, in addition to updating your unavailability, **please also email ADS at**