





# Automated Dispatch System (ADS)

## How do I register with ADS to start getting calls?

In order to register with ADS, you will: (1) record your name and PIN and (2) change your District web password

### (1) Record your Name and PIN:

- ¾ Phone the ADS Telephone System 250.475.4222
- ¾ Record your name
- ¾ Register your PIN (see attached information)

If you do not register your name and PIN, the system will not know that you are available for work.

### (2) Change your District web Password

- ¾ [Staff](#)
- ¾ [District Password Change](#)
- ¾ [Staff](#)
- ¾ [eServices](#)

If you do not create a new password and test, the system will not know that you are available for work.

The ADS TTOC GUIDE, as well as additional information regarding ADS can also be viewed printed from our District website [www.sd61.ba.ca.us](http://www.sd61.ba.ca.us) Staff (tab) Automated Dispatch System ADS (icon).

## When should I expect to get a call from ADS?

ADS will begin to phone people in search of an appropriate replacement **evening** between 6:30 and 8:30pm. It will resume its search, if necessary, **starting** from 6:30am until one hour prior to the assignment start time. ADS **does not** call on Friday



