# Registration Procedure for the Automated Dispatch System (ADS)

1.  Call the automated dispatch system phone number: **604-981-1015**

2.  Enter your Employee Number (this is the same as your PIN which is found under the My Info tab in My45) followed by the # key.

3.  Enter your PIN again.  Then press the # key.

4.  *Your name has to be recorded.*  Speak your name after the tone followed by the # key.  Press 1 to accept the recording or 2 to record your name again.

5.  At this point your name has successfully been recorded into ADS!

**Important:**  Memorize your PIN as you will not be able to accept jobs if it is entered incorrectly

# My45 TTOC Quick Reference Guide

**How To: View your PIN**
- Login to My45 at the West Vancouver School District home page.  The link can be found under "Quick Links".  The Username and Password are the same as your district login.
- Your PIN will be found on your "Dashboard".

**How To: Book off and edit your personal availability***
- Login to My45.
- Hover over "Absence Entry" with your mouse and click on "Unavailability".
- You will then be required to choose a reason that you are unavailable.
- Next, enter the dates of your unavailability.
- Enter the time (in 24 hour format) that you are unavailable.
- Click Next.
- You will then be taken to the Summary Page where you can review your new unavailability.  If all the information is correct, click the "Submit Unavailability" button.

*It is very important that this information is up to date in My45.

**How To: Accept or Decline an assignment**
My45 will have the following call out times: Sunday-Thursday: 17:00-22:00 and Monday-Friday: 5:30-13:30 (Please note that My45 operates using the 24 hour clock).
- If you are called for a dispatch, follow the prompts.
- If you refuse, enter your refusal code followed by the # key.  Refusal codes are as follows**:
  - 01: SICK
  - 02: WORKING IN DISTRICT
  - 03: WORKING OUT OF DISTRICT
  - 04: OTHER
- **Important:** If you accept, wait for the system to say your Job Number and record this information.  **You need this to inquire about or cancel your assignment**.

**It is important that you remember these codes as they are not included in the call out system.

**How To: Cancel an assignment** you have already accepted
- Login to My45.
- Hover over "Absence Entry" and click on "View or Change".
- You will then be able to see all of the assignments that you have accepted.
- Click on the ID No. on the left hand side of the screen that corresponds with the assignment you wish to delete.
- Next, click on the Cancel Dispatch button on the bottom of the screen.

*My45 information can be found in the Inside45 portal on the district website within the Human Resources Department page under Documents.