

INTRODUCTION TO My45

1. How do I log in to My45?

Log in to My45 at the West Vancouver School District home page (www.sd45.bc.ca). My45 can be found under “Quick Links”. The Username and Password are the same as your district login. You do not need to enter “edu/”, just your name and password.

Example:	Username:	jxsmith123
	Password:	xxxxxxx

2. What information do I have access to on My45?

Currently each employee has access to “My Info”, “Dashboard” and “Absence Entry”

My Info allows you to see your current demographic data and assignment details. Your new employee number is listed on the page. If your address or phone number has changed you can edit this under My Info. Your current and past assignment history is located on this page, as is a link to view your absence history.

Dashboard gives you access to individualized reports for each user group.

Absence Entry is used for entering absences, viewing and changing your absences, booking off unavailability (TTOCs and Casuals), changing your telephone and changing your PIN.

My45 TTOC FAQs

1. Do we know what number the automated dispatch will be calling from?

The system call-out numbers are 604-981-1018, 604-981-1019, 604-981-1020 and 604-981-1021.

2. How many times will the automatic dispatch system call me about an assignment?

The system will call each TTOC twice (if the first call is missed).

3. If I miss a call is there an opportunity to go online and accept a job?

No, accepting jobs can only be done through the phone system. However, you can go online to view any assignments that you have accepted and to cancel assignments that you can no longer work.

4. Is there a number to call back if I miss a call?

There is no callback number for the automated dispatch system.

5. Where do I find out details regarding an assignment I have accepted?

All details on the accepted assignments are found by going to My45, clicking on the “View or Change” option on the Absence Entry drop down menu, and selecting the assignment.

6. How do I cancel an assignment that I have accepted?

As soon as you know that you have to cancel an assignment that you have accepted, log on to My45 and cancel the assignment. The dispatch system will automatically start calling other TTOCs to fill the position. However, if there is less than 7 hours before the start time of your assignment, you will need to call the dispatch office to cancel.

7. Will teachers still have the ability to send me an email regarding specific information about the assignment?

When you accept an assignment you will hear the name of the teacher that you are replacing. You can also login to My45 and view the assignment details on your dashboard. With this information you are then able to contact the teacher, by email, and ask for any additional information that you may require. The teacher will know who their replacement is and, if necessary, may send you an email. When a teacher books an absence there is also the option to add comments that are then read out to the TTOC during the phone call. This is where basic information about the assignment can be relayed from the teacher to the TTOC. This information will not include lesson plans. Lesson plans are emailed to the Administrative Assistant or left in the teacher’s classroom. This information will not be present on My45.

8. If I have accepted a TTOC position and then subsequently the teacher I was replacing the day before extends their absence, will I be called for this extended absence?

You will be called and given the option to accept your currently accepted job or you may accept the dispatch for the employee you last replaced (the extended absence).

9. How do I view my specialty areas?

The specialty areas entered into the system are those that you have provided on your TTOC Preference Form. These can be viewed on your My45 dashboard. If you have completed extra coursework and wish to change your specialties, please contact Susan.

10. How will I find out what grade level I am teaching when I am called for an elementary assignment?

We are encouraging teachers to enter the grade level of their classroom in the Message field while filling in their absence and therefore it will be read aloud to you during the dispatch call. If this does not happen, you may contact the teacher through his district email.