

My45

Absence Entry Quick Reference Guide

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

Step 1: 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.

Example: Username: jxsmith123 (The “EDU/” credential is not required)
Password: xxxxxxxx

Step 2: Click on *Absence Entry*.

Step 3: Select your absence *Reason* (in the drop down menu), *Type*, and *Date*.

Step 4: Review your *Absence Schedule Details* and edit if necessary.

Step 5: Select your *Replacement Detail*. If no replacement is needed you will be taken directly to **Step 8**. If you do not need to request a specific replacement you will be taken directly to **Step 9**.

Step 6: Make a *Replacement Request*.

Step 7: Enter your *Replacement Instruction*. During the dispatch process this message will be translated into speech. It is important to be concise, and use proper spelling and grammar in your message so that it can be spoken and understood clearly.

Step 8: Complete your *Leave Application Entry*.

Step 9: Review your Entry Summary.

Step 10: On the confirmation page record your **Job ID Number** as you will need this to view/change your absence.

For Further Assistance Please
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