

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.

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.**

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.

