

## Some glimpses of the Portal!

3:38 PM  
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Brandon School Division  
Sylvie Konkin

STAFF INTRANET

HOME ADMINISTRATION GROUPS SCHOOLS STAFF RESOURCES DIVISION E

Division Highlights

Vice Principal - Waverly...  
Vice Principal - Waverly Park School  
Read Full Story

Select Task...  
Search Divisional Documents  
Submit A Computer Work Order  
Purchase MS Office  
Purchase MS Windows  
Go to Employee Connect

Select Task...  
Applications  
Select Applications...  
Employee Lookup  
Enter Search Term...  
Location Lookup  
Select Category...  
Select Location...  
Useful Links

Start with I Need To  
Select what you want, then  
don't forget to click the  
arrow to go there.

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HOME ADMINISTRATION GROUPS SCHOOLS STAFF RESOURCES DIVISION EVENTS

Secretary Treasurer  
Division Leadership  
Communications  
Human Resources & Payroll  
MIST Department  
Research and Evaluation  
Student Support Services

Division Highlight

**BSD Software Related Help**  
Software related help and how to information.  
Read Full Story

What's New in Divisional Docs

**Shared Items**  
There are no items to show in this view.

I Need To...

Select Task...

Applications

Select Applications...

Employee Lookup

Enter Search Term...

Location Lookup

Select Category...

Select Location...

Useful Links

Look at the Menu Items under Administration.

Get to know all the tabs, I've only given you a screen shot of two

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HOME ADMINISTRATION GROUPS SCHOOLS STAFF RESOURCES DIVISION EVENTS  
Search this site...  
You are here: Home | Administration | MIST Department

**Computer Problem?**  
Submit a Computer Work Order

**How To**

**EIS**

**Microsoft**  
Purchase Microsoft Office  
Purchase MS Windows  
Excel

**News**  
Accessing Divisional Documents  
BSD Software Related Help

**Outlook**  
FAQ

**schoolBundle**

**SchoolConnects**

**SIRS/SchoolLogic**

**TeacherLogic**

**MIST Department**

The Management and Information Systems Technology Department consists of a Director, two Network Services Specialists, an Application Support & Training Specialist, a SIRS Specialist, and five Technical Support Specialists.

This team supports all networking, computers - both mobile and desktop, and corporate and educational software applications.

**Links**

- TrackIt! - Self Serve

**I Need To...**

Select Task...

**Applications**

Select Application...

**Employee Lookup**

Enter Search Term...

**Location Lookup**

Select Category...  
Select Location...

**Department Contacts**

COLLAPSE ALL

BRENT EWASIUK (Director - Management Information and Systems)

This is the MIST Department  
If you're not sure of how to do something check out this page.

Don't waste too much time, if you can't find something, **SEARCH THIS SITE** You can search every page!

Still stuck? Ask your executive!

- Jamie Rose – President
- Kim Castle – VP
- Barb Gribben – Secretary
- Christine Rempel - Treasurer



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 STAFF INTRANET > HOW TO  
 I Like It Tags & Notes  
 HOME ADMINISTRATION GROUPS SCHOOLS STAFF RESOURCES DIVISION EVENTS  
 Search this site...  
 You are here: Home | Administration | MIST Department | How To

Here's your HOW TO page!

- [Computer Problem?](#)
- [How To](#)
- [EIS](#)
- [Microsoft](#)
- [News](#)
- [Outlook](#)
- [schoolBundle](#)
- [SchoolConnects](#)
- [SIRS/SchoolLogic](#)
- [TeacherLogic](#)

## HOW TO

### Links

#### Computer Login

- [How to Log On and Use Windows 7](#)
- [How to Log On to a BSD Laptop When Offsite](#)

#### Computer Problem?

- [Submit a Computer Work Order](#)

#### Microsoft

- [Purchase Microsoft Office](#)
- [Purchase Microsoft Windows](#)

#### Provincial Report Card

- [Managing Files when Working with the Provincial Report Card](#)
- [How to Turn Protection Off for Spell Check](#)

#### Remote Desktop Login

- [Remote Desktop Login](#)
- [Remote Desktop Login - MacBook](#)
- [Remote Desktop - Apple iOS Device](#)

#### SMART Notebook

- [Product Key](#)

- Computer Problem?
- How To
- EIS
- Microsoft
- News
- Outlook**
- FAQ
- schoolBundle
- SchoolConnects
- SIRS/SchoolLogic
- TeacherLogic

# OUTLOOK

## Outlook Configuration

- [Login to Outlook](#)
- [Configuring Outlook on a BSD Computer](#)
- [Configuring Outlook on a Mobile Device](#)

## Outlook Inbox & Email

- [Basic Outlook Tips](#)
- [14 Essential Outlook 2010 Tips](#)
- [25 Tips for Perfecting Your Email Etiquette](#)
- [Set Up an Email Signature](#)
- [Setting the Default Address Book](#)
- [Choosing Individuals & Groups from the Address Book](#)
- [Setting an Away Message](#)
- [Recall or Replace a Sent Email](#)
- [How to Create a Voting/Simple Survey Email](#)

## Outlook Calendars

- [Sharing an Outlook Calendar](#)
- [Adding Canadian Holidays to Your Outlook Calendar](#)
- [How to Open and View a Room or Equipment Calendar](#)
- [How to Book a Room or Equipment Calendar](#)
- [How to Use the Scheduling Assistant When Creating an Event](#)
- [Change the Calendar Time Scale](#)
- [Adding the School Email or Department Email to Your Outlook for Administrators & Secretaries](#)

A glance at OUTLOOK

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HOME ADMINISTRATION GROUPS SCHOOLS STAFF RESOURCES DIVISION EVENTS

Search this site...

You are here: Home | Administration | Human Resources & Payroll | Absences, Leaves, Substitute Bookings

**Absences, Leaves, Substitute Bookings**

# ABSENCES, LEAVES, SUBSTITUTE BOOKINGS

**Benefits-Related Links**

Click on a link to open that form or document:

**Collective Agreements**

[Emergency Absences](#)

**Employment-Related Forms**

Same-day absences are considered "Emergency" absences and must be called in to one of our Substitute Booking Clerks (even if no substitute is required). Print out the appropriate reference sheet from one of the following links, and keep it handy by your phone.

**Internal Job Postings**

**Substitute Handbook**

**Support Staff Job Evaluation**

- [Teachers' Reference Sheet](#)
- [Educational Assistants' Reference Sheet](#)
- [School Secretaries' Reference Sheet](#)
- [Custodians' and Maintenance Staff Reference Sheet](#)

**News**

- 2014-2015
- 2013-2014
- 2012-2013

**Urgent Absences and Leaves**

Absences or leaves that will occur within the next one to five days are considered "Urgent" and are to be submitted via email to the Substitute Booking Department using the form below. For more information please refer to the Urgent Bookings information sheet

- [Absence Report/Leave Request Email Form](#)
- [Urgent Bookings - Information and Instructions](#)

**Advance Leave Requests**

Absences or leaves that will occur more than five days in advance must be booked using the online leave system within Employee Connect.

- [Click here to sign-in to Employee Connect.](#) Then click the Absence Tab, and select Leave Request. For more information please refer to the following information sheet.
- [Instructions for Using the Online Leave System in Employee Connect](#)

A glance at ABSENCES, LEAVES, SUBSTITUTE BOOKINGS.

Notice the word ADMINISTRATION is highlighted blue? This is where we are.



You are here: Home | Administration | Human Resources & Payroll

# ABSENCES, LEAVES, SUBSTITUTE BOOKINGS

- Aboriginal Education
- Cultural Proficiency
- Differentiated Instruction/UDL
- EAL
- French
- Technology in Learning
- Literacy K-12
- Music
- Numeracy
- Physical Education/Health
- CPDCE Grade 9 Registration

## Absences, Leaves, Substitute Bookings

### Benefits-Related Links

### Collective Agreements

### Employment-Related Forms

### Internal Job Postings

### Substitute Handbook

### Support Staff Job Evaluation

### News

- 2014-2015
- 2013-2014
- 2012-2013

Click on a link to open that form or document:

#### Emergency Absences

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- Educational Assistants' Reference Sheet
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- Custodians' and Maintenance Staff Reference Sheet

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Here's a screen shot of the menu for the STAFF RESOURCES.

Don't forget to spend some time here. Lots of good ideas worth sharing.

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HOME ADMINISTRATION GROUPS SCHOOLS STAFF RESOURCES DIVISION EVENTS

You are here: Home | Administration | Human Resources & Payroll

- [Absences, Leaves, Substitute Bookings](#)
- [Benefits-Related Links](#)
- [Collective Agreements](#)
- [Employment-Related Forms](#)
- [Internal Job Postings](#)
- [Substitute Handbook](#)
- [Support Staff Job Evaluation](#)
- News**
- [2014-2015](#)
- [2013-2014](#)
- [2012-2013](#)

## Human Resources & Payroll

News and Announcements

### BSD Software Related Help

JUNE 12, 2014  
 Software related help and how to information.  
[Full Story >](#)

### Vice Principal - Waverly Park School

JUNE 24, 2014  
 Vice Principal - Waverly Park School  
[Full Story >](#)



[View All News Stories...](#)

Applications

Employee Lookup

Location Lookup

- Quick Links
- [BSD Website](#)
  - [BSD Policies](#)
  - [Divisional Documents](#)
  - [Employee Connect](#)

Still under ADMINISTRATION - here is where we end. In HUMAN RESOURCES AND PAYROLL