

Annapolis Valley Regional School Board

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avrsb.ca

Home page for the Annapolis Valley Regional School Board. From this website, information important to employees can be accessed here. From the HOME page, third heading from the left **STAFF** provides information for staff.

<p>Aesop</p>	<p><i>Substitute Placement & Absence Management</i> website. ID and PIN are required. Employee ID provided via email with a temporary password. If PIN is forgotten, self-service will email PIN number to employee, provided your ID is known. Employees can change their PIN, once site has been accessed. The Aesop website has numerous links and videos employees can view. Contact person - dawn.laffin@avrsb.ca (902) 538-4654</p>	<p style="text-align: center;"><i>ID / PIN required PIN can be retrieved through self-service (email)</i></p>
<p>ESS - Pay Statements</p>	<p><i>Employee Self Service - Refer to Pamphlet - JUST A FEW NOTES TO REMEMBER</i> The ESS website IS NOT compatible with Chrome or Safari, or idevices Employee ESS USER is your SAP # beginning with P followed by 8 numbers (400- - - -) Employees are prompted every 60 days for a new password. Attempt password NO MORE THAN TWO (2) times and if not successful, click PASSWORD RESET button, complete the information requested and a temporary password will be sent to your email address. Three (3) unsuccessful attempts will LOCK your USERID requiring employee to contact the SAP service desk via employee email to SAPSD@CA.IBM.COM to request USERID be unlocked. Be sure to include USERID P400 - - - -</p>	<p style="text-align: center;"><i>User / Password required MUST start with P 400 (SAP#) Attempt Login ONLY 2 times. Password reset through self-service (email)</i></p>
<p>Forms</p>	<p>A variety of AVRSB forms are located here, as well as AVRSB documents noted in Board Policy. Many forms are in PDF format for viewing/download. A note that a few forms are also now located in MyAVRSB.</p>	<p style="text-align: center;"><i>No username/password required.</i></p>
<p>Help Desk</p>	<p>A username and password are required for login and each school's acronym is used. i.e. Username = whms, Password = whms. Drop down menus help identify the technology difficulty you are having, and a fill in blank area is available for your email address. This generates a work order in the system and emails the technician.</p>	<p style="text-align: center;"><i>Username / Password school acronym</i></p>
<p>IMP @Staff Web Mail</p>	<p>Employees are provided with an "@staff.ednet.ns.ca" email address for school board communications. It is recommended employees check this regularly, as all board correspondence will be directed to this email. Staff Username and Password are required. Password resets are available by calling 902-538-4674 or techsupport@avrsb.ca - please provide your SAP 400 # for verification. <i>Note: All @staff.ednet.ns.ca accounts have the ability to receive emails through two addresses (both go to the same mailbox). Some employees use their Username@staff.ednet.ns.ca as their email address while others use what is called an alias – which often looks like firstname.lastname@staff.ednet.ns.ca or it could be an underscore or hyphen. The alias was created to make it easier for employees to remember their email address as the firstname.lastname (- _) makes it clear who you are sending the email to. You can use either your username or alias and then @staff.ednet.ns.ca – it is up to you. AVRSB will be using the alias ... or firstname.lastname (- _) whenever we are sending information. If you have historically used your UserID@staff.ednet.ns.ca as your email address it would be helpful if you also took note of your alias so that you can provide it if needed.</i></p>	<p style="text-align: center;"><i>Staff Username / Password Login does not require the @staff.ednet.ns.ca Password resets can be obtained through Technology Help Desk</i></p>
<p>NSPES Email</p>	<p>Students were required to activate their new accounts June 2014 at https://selfservice.nspes.ca/ . Their student number and birthdate were required to complete the process. Students have to use an NSPES account starting this school year (September 2014). There is <u>no deadline for staff</u> to transfer at this time. However, the transfer process is similar and staff can visit https://selfservice.nspes.ca/ to setup their new email. Staff will need their SAP number (400-----). A quick overview is provided and detailed instructions and handouts/videos are available at http://www.avrsb.ca/nspes-email If you choose to switch, it is a newer interface and works better on mobile devices/tablets. Your folders will move automatically, but your address book has to be manually exported from your old account and then imported into the new one. You can setup your new account and give it a try. If you want to use both accounts to see which one you prefer, you can go in your old account under 'My Account' and forward emails to your new NSPES account while leaving a copy in your old account. That will make both accounts functional and you can decide which is best for you.</p>	<p style="text-align: center;"><i>Username / Password Login does not require the @nspes.ca Password resets are self- service providing the user remembers the question and the answer, otherwise resets can be obtained through Technology Help Desk</i></p>
<p>Learning Portal</p>	<p>This site is primarily used by teachers and AVRSB consultants. A handful of schools have created and are using, a school portal which is accessed at another site. Sign In name and password is required. BASIC access is given to employees/substitutes allowing them to login and access information that may be helpful in teaching or sharing. Permissions to access other areas of the website are looked after on an individual basis. For example Board Member, Administrator, Library staff only have access to their specific tabs.</p>	<p style="text-align: center;"><i>Sign In name and password is required. BASIC access is given upon request if an @staff email is given</i></p>
<p>MyAVRSB</p>	<p>This site can be accessed with a username and password, usually your email address, unless you have changed it. Guest accounts are created by users when the are applying for positions, and once an employee is hired and given an SAP # their account can be updated and upgraded to a MyAVRSB Staff account. Employees are able to create/maintain an online resume, complete online forms, keep a calendar, and apply for positions within the AVRSB.</p>	<p style="text-align: center;"><i>Login is usually an @staff full email address unless employee has edited their login Users can also use their given name i.e. John Doe</i></p>
<p>OwnCloud</p>	<p>All students and staff will have access to online storage at https://ourcloud.nspes.ca/. <u>Students</u> will need their nspes account before they can access this online storage. <u>Staff</u> can use their staff <u>or</u> nspes email accounts.</p>	<p style="text-align: center;"><i>Login is an @staff or @nspes Password is email password</i></p>