

## Welcome to the Lord Selkirk School Division Employee Connect Features & How to Sign In

### Employee Connect offers Employee Self Service to our employees. You can:

- Update your address and telephone information and emergency contacts.
- View your Payroll information such as Pay Deposits, T4.
- See Information Bulletins applicable to your employment.
- Enter your leaves / absences for PD, illness, etc.
- Sign up for division workshops.

Employee Connect is available through a secure Website 24 hours a day, 7 days a week.

### To Sign In to Employee Connect follow these simple steps:

Go to the LSSD web page at <http://www.lssd.ca>. Point and click to open Employee Connect.



**IMPORTANT NOTICE**  
You will need to allow pop ups for this site.  
This is a safe and secure web site.

**First time Users:** Enter your email address. Click on **Retrieve Initial Password**



Employee Connect

Help PopUps

Email Address

Password

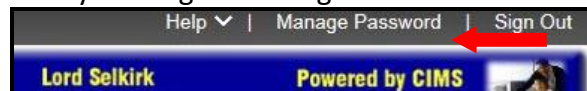
\*Password is case sensitive

Sign In

Forgot Password - OR retrieve initial password

Check your email. A temporary password is sent immediately. Enter the password. Click Sign In.

**Change Your Password:** by clicking on Manage Password at the top right of the screen.



Use the different tabs to find relevant information, enter a leave, apply for a workshop etc.

