



Welcome to the Lord Selkirk School Division Employee Connect Features & How to Sign In for Substitute Teachers

Employee Connect offers our Self Service to our Sub Teachers. You can:

- Mark the days you **are not able** to work
- Update your address and telephone information
- Update your emergency contacts
- View your Payroll information such as Pay Deposits, T4
- See Information Bulletins applicable to your employment
- Change your log in password for Employee Connect

This information is online, and 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**

The screenshot shows the Employee Connect login interface. It includes a header with the logo and 'Employee Connect Lord Selkirk School Division'. Below the header are 'Help' and 'PopUps' tabs. The main content area has a form with 'Email Address' and 'Password' fields, a 'Sign In' button, and several links: 'Forgot My Password/Retrieve Initial Password', 'How to Sign On to Employee Connect - OnLine Video', and 'Help'. A date field shows '2015-16'. A note on the right states: 'Welcome to Employee Connect, the tool that allows you to view your district information (address, pay, absence, etc.)'. A footnote says: '* Password is a PopUp - Refer to PopUps Tab if password window does not appear *'. A red arrow points to the 'Forgot My Password/Retrieve Initial Password' link.

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



Change Your Password: by clicking on the blue tab labeled "PssWrđ". Update your Calendar in Sub/Cas

