York Region District School Board
Casual Support Brochure

System Phone Number   **905-727-7071**
For all local calling

1-877-809-8053
For employees calling in
from Ontario locations
which are long distance to
Aurora

Help Desk Phone Number   **905-727-0022 Ext. 4357, option 5**

Write your PASSWORD here   _____

Web Browser URL   https://yrdsb.eschoolsolutions.com

REASON CODES:

910   **Casual Time Worked**

NEW USER REGISTRATION – <u>MUST BE DONE BY PHONE</u>

1. Enter in your User ID followed by the star (*) key. This is your employee ID number. (Your Employee ID number can be found on your pay statement or by contacting the school)

2. When prompted for your PIN, enter your User ID (Employee ID #) followed by the star (*) key.

3. Enter a new PIN at least six (6) digits in length followed by the star (*) key
   PRESS 1 if Correct
   PRESS 8 to Re-enter

4. Record your name followed by the star (*) key
   PRESS 1 to Accept
   PRESS 2 to Re-enter
   PRESS 9 to Exit and hang-up

5. Hear your work locations and job descriptions. If they are not accurate, contact the STAR help desk.

WEB BROWSER ACCESS INSTRUCTIONS

SIGN-IN

Open your web browser https://yrdsb.eschoolsolutions.com and access the STAR System Sign-In page. Review the messages beside the Sign-In. Enter your User ID (Employee ID #) and Password (6 digit PIN created when registered by phone). Review additional announcements on your home page, if any.

If you are new to the STAR System you must register by phone before ***you are able to use the web.***

PASSWORD REMINDER

The ***"Trouble Signing- In?"*** link supports users who want to log into the system, but have forgotten their Password. When this link is selected, the system displays the Password Reminder Request page. The User ID (Employee ID #) and the security code being displayed must be entered on this page.

Note: *You must be registered with the system to use this option and your email address must be created when first log onto the web.*

If the submitted information is valid, the system sends the user an email containing their Password. This information will enable the user to successfully log into the system. The email is sent to the email address in the user's profile. *If the submitted information is invalid*, the system will return an error message and allow new information to be entered.

TO CREATE AN ABSENCE / JOB

To enter **TIME WORKED** choose the "***Create an Absence"*** link

Important Note: Items in Bold are <u>required</u> to complete a Job and receive a Job Number. Past dates cannot be entered – ONLY current. All steps must be followed in chronological order.

- **Select the Location**
  - System will default to one location however if you work at more than one, select the drop-down menu or type in the location name if different from the default.

- **Select the Classification**
  - System will default to School Assistant.

- **Select the Reason**
  - Choose from the drop-down menu or type the reason "**casual time worked**" code 910.

- **Select Start and End Dates for your job**
  - Enter the dates with forward slashes (**MM/DD/YYYY**) or use the calendar icon

- **Select Start and End Times for your job**
  - The Start and End times must ALWAYS be changed.
  - To change defaults, enter time in HH:MM AM or PM format

- **Select the Continue button**

- **Select the Create Absence button to receive a Job Number. Please record the Job Number.**

TO REVIEW JOBS

Choose the ***Review Absences*** link to review past or current jobs.

Follow these steps
- Select the format for absence display: List or Calendar view.
- Search for Jobs:
  Enter specific date range (MM/DD/YYYY) or use the Calendar icon
  or enter job number
  or leave blank to display all your jobs
- Select the ***Search*** Button
- Select the ***Job Number*** link to view job details on specific jobs

Select ***Return to List*** button to return to the job listing

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SIGN-OUT AND WEB BROWSER INFORMATION

At any time during the session, the ***Sign- Out*** link can be pressed to end the session and disconnect from The STAR System. Pressing the browser's back button or going to another site on the Internet does not disconnect the session from the STAR System.

Important Note:

DO NOT use the browser's BACK button to navigate to screens. Navigation buttons are on the bottom of The STAR System screens, such as the Return to List and Continue buttons.