

ATTACHMENT FOR SUBSTITUTE (GUEST) TEACHERS' NEWSLETTER, MARCH, 2011

1. SMARTFIND EXPRESS

The SmartFind system no longer uses your telephone number as your ID number.

When teachers book a specified guest teacher ON THE PHONE, that teacher *needs to know your Employee ID number.* You can give them this when they phone you to see if you are available.

2. HOW TO RESET YOUR PASSWORD SO YOU CAN ACCESS AND CHECK YOUR E-MAIL

If you have tried to and cannot gain access to your cssd e-mail, it is probably because you need to reset your password.

How to Reset your Password:

1. Go to Calgary Catholic School District Home Page: www.cssd.ab.ca
2. Click on "The District" Tab
3. Click on "Staff" on the drop-down menu.
4. Click on "Email" on the page that appears.
You should now be on a page that says: "Outlook Web Access"
5. Click on "Forget Password...?"
The page that appears is a Password Reset Form.
6. Complete and submit the Password Reset form, and follow directions provided.

If you do not have a home computer, you may either

- a. *Use a school computer OR*
- b. *Use a computer at your local library branch*

3. WE ARE APPRECIATED!

Ode to the Substitute Teacher

Early in the morning,
the job comes through;

Some teacher's class
Is in need of you.

You pack your lunch
to head out there,

bringing with you
expertise and a chance
to show you care.

We, the teachers,
appreciate everything
you do,
and take this time
to say a giant
Thank You!

The Staff of Monsignor Doyle School