



Substitute Teachers Electronic Booking System (ESS Staff Portal)

All Substitute Teaching Staff receive a username/password for the ESS Staff Portal. This allows you to review/accept available dispatches and access paystubs/T4 statements.

To access your Sturgeon Public School email account:

Go to www.sturgeon.ab.ca

- At the top right hand side click on **Staff**
- At the center of the page click [Web Mail](#)
- Your username is firstname.lastname@sturgeon.ab.ca and your password will be provided to you by People Services upon completion of your new hire package.

Your password **expires** every 6 months and can only be changed on a school computer. Sign in with the current password and “ctrl-alt-delete”

To access our Electronic Booking System:

Go to www.sturgeon.ab.ca

- At the top right hand side click on **Staff**
- At the center of the page click [ESS Staff Portal](#)
- **Username** is [firstname.lastname](#) and your password is the same as your email password and will be provided to you by People Services upon completion of your new hire package.

1. To view **available dispatches**
 - My Info
 - Time & Attendance
 - Dispatch & Workboard
 - Workboard
2. To search for a job, click on the ID number to the left of the dispatch, view the details and either accept or refuse the position
3. To view your **accepted jobs**
 - My Info
 - Time & Attendance
 - View or Change
4. To enter your **unavailability** (this must be entered for all days you are not available to sub)
 - My Info
 - Time & Attendance
 - Dispatch & Workboard
 - Unavailability
5. To sign up for **text message** notifications (for jobs requested specifically to you)
 - My Info
 - Phone & Email
 - Text & Email Profile (*times to receive text messages is in a 24hr clock format*)

If you need assistance with password issues or using the Electronic Booking System please contact the People Services Advisor at 780-939-4341.

Dec 2020





SUB DESK INFORMATION

- The sub desk is open from 6:00am to 10:00am daily
- All schools are **SCENT-FREE**
- Please enter any UNAVAILABLE days on line before 6:00am in the unavailability screen
- Sub times are on the website in the **Staffroom**
- **Subs** must arrive at school at minimum **10 minutes prior** to sub start time
- Be prepared for Supervision and Phys Ed at all times.
- Subs cannot CANCEL a job online. If you have accepted a position but are unable to attend, you must contact Sub Desk and another replacement will be contacted.
- Cancelling or changing of subs can only be completed by the Sub Desk.
- When the Sub Desk “books” you it will not show on your workboard for you to accept. You can view the booking in “My Info”, “Time & Attendance” and “View or Change”. This will confirm that you have been booked for that assignment.(refer to the ESS instructions page)
- Sub Desk calls when in need of a sub or to make changes to your assignment
- Any subbing issues are to be brought to the attention of the Sub Desk
- If a teacher verbally asked you to sub, you still must **ACCEPT ON LINE**.
- Subs are not required when there are no classes. You can check the school calendar on our website at www.sturgeon.ab.ca

The Sub Desk can be reached at subs@sturgeon.ab.ca or 780-939-2961.
Email is the preferred method of contact.

Dec 2020

