

## **How to Access Jobs on the TDSB Website\***

The Toronto District School Board posts daily and long-term positions directly on their internal website TDSBWeb (available to employees with their log-in ID). Access to this website is available to all employees from **any computer** once you are registered with the TDSB.

### **Logging in to TDSBWeb:**

In the address line of your internet browser, type **mytdsb.on.ca** and press the enter key. This will take you to the internal TDSB website for employees. Next, it will ask you for your **Employee #** (preceded by enough zeros to make a six-digit number) and your **Password**. After completing this click on **Log in**. Next, click on **TDSBWeb**.

### **To Access weekly Long Term Occasional (LTO) Postings:**

After you sign in on mytdsb.on.ca,

- Click on Employee Services near the top of the website.
- On the left side of the screen, scroll down and click Job Postings.
- In the column down the left side, click on Long Term Occasional Teaching.
- Scroll down and click on the appropriate panel and zone. (Bookmark this page.)
- Long-term positions are posted from Monday at 9 a.m. to Friday noon each week.

\*Once you are signed in on mytdsb.on.ca, there are all kinds of interesting places to go. You will have access to Board policies and procedures, curriculum materials, forms and benefits, workshops and courses, maps and directories, etc.

**If you require assistance accessing this site, please contact the Enterprise Service Desk at 416-395-4357 (HELP) and press option 5.**

## **To Access Smart Find Express (SFE) On-Line:**

In the address line of your internet web browser, type:

**https://tdsb.eschoolsolutions.com** (*Bookmark this page*)

Or

Type **mytdsb.on.ca** in the address line of your web browser then click on the underlined **Smart Find Express** link on the left side of the page.

- Sign in using your employee number **with no zeros** as your User ID.
- Enter your Smart Find Password (same for computer and telephone).
- Click the Captcha box
- From here, you can access your SFE profile and any jobs that are available. See the SFE Quick Reference Card for further directions. Don't forget to sign out when you are finished.
- For assistance, contact: Teaching Dispatch Help Desk at 416-338-4747 Ext. 2
- SFE System Phone Number: 416-338-4500 or 1-844-294-7614 (toll free)

## **THE TDSB EMAIL SYSTEM: GMAIL WEBMAIL**

In the address line of your internet browser, type **mytdsb.on.ca** and press the enter key. Next, click the **TDSB Gmail icon** (Gmail for Classroom Based Staff) on the left-hand side. Enter your **Username** (Employee number preceded by enough zeros to make it a six-digit number) and your **Password**. After completing this click on **Log in**.

Checking your TDSB email account on a regular basis is an important part of being a TDSB employee. Important and timely information is often communicated to TDSB Elementary Occasional Teachers by the Board only through this email address.

The email address is the property of the TDSB. Users should consult with Policy P088 (Acceptable Use of Information Technology Resources) if you have questions about your use of this email address.