

Requirements to Maintain Your Elementary Occasional Teaching Position for the 2020-2021 School Year

- 1) **Complete your TDSB Occasional Teaching ONLINE RENEWAL by June 30, 2020**
- 2) **Complete your TDSB Annual OFFENCE DECLARATION online by June 30, 2020**

In light of COVID-19, and the inability to return to schools for the remaining school days of the 2019-2020 school year, the required number of days that must be completed in order to maintain your Occasional Teaching Position as outlined in your Occasional Teaching Collective Agreements (25 days as per Clause 18.5.1. of the elementary collective agreement) have been waived for the 2019-2020 school year only.

In order to remain on the Occasional Teaching List for the 2020-2021 school year, you will be required to complete the **ONLINE RENEWAL** in the month of June, to be completed prior to June 30, 2020.

The renewal website is available using any computer that has Internet access. To access the online form from any computer outside the Toronto District School Board (TDSB) network, you will need the last six digits of your employee number and your network password.

Please note that if you do not submit your **ONLINE RENEWAL** by June 30, 2020, your Occasional Teaching Position will be inactive with the TDSB effective August 31, 2020 and you will be unable to accept daily work as Occasional Teacher and apply to LTOs for Fall 2020.

To access the **ONLINE RENEWAL** form on the web from home: (If you are logging in from a Board computer and are already in the TDSBWeb page, follow instructions under item #7 below).

1. Go to www.tdsb.on.ca
2. Select Staff from the top right-hand side options (next to About Us)
3. Read the "TDSB Staff Login Warning" and click on OK
4. Under "Log in with Your Account" enter the last six digits of your employee# and password, then click Login. (If you have forgotten your network password, please click on the "Forgot your password" link to access Password Manager.)

5. Once logged in, on the “Welcome to MyTDSB” page, click on TDSBWeb (first link/selection on the top of the page) where you will be taken to the Internal TDSBWeb page.

6. You may be asked to log in again using the last six digits of your employee# and password, then click on Login. If you are not asked to log in again, you will be presented with the TDSBWeb page.

7. Under the TDSBWeb banner, click on Employee Services, then select SmartFindExpress from the left-hand side menu, then select Teachers/Occasional Teachers.

Once you have completed your mandatory **ONLINE RENEWAL** an email confirmation will be sent to your TDSB email address.

The Annual **OFFENCE DECLARATION** (AOD) is a legislative requirement of all employees related to ongoing employment in all Boards of Education. It must be completed no later than June 30, 2020 prior to starting work in the 2020-2021 school year.

1 Enter myinfo.tdsb.on.ca in the browser address bar.

2. Type in your username and password and then click Login.

3. At the Stay signed in? screen—click NO

4. You will be directed to the myINFO Launchpad.

5. Click on the myAOD—Employee Annual Offence Declaration tile to launch the survey.

Once you have completed your mandatory **OFFENCE DECLARATION** an email confirmation will be sent to your TDSB email address.

If you experience difficulties logging in, please contact the Client Service Desk at 416-395-HELP [4357] Option 5, from 7:30am to 5:00pm Monday to Friday.