

ADS FAQ

1. What's my Password for ADS?
 - a. For the ADS **phone line** (1-888-832-2908) your PIN is the same as your employee number when you first call in. You can change it one you've called in.
 - b. For the atriveeERP **web portal** <https://bc03.atriveeerp.com> your user name and password are the same as your SD62 log in - the one you use to get into your email.
2. I'm a TTOC and I have a long distance number, but I don't see a 1 in front, and I can't add it. Will I still get calls?

Yes, the system knows your number is long distance because of the first 6 numbers and will know to dial a 1 first.
3. How to I answer the questions so that I can indicate I already made arrangements with the TTOC?

You must answer the first **3 questions "yes"**,
Only enter that person in the **first request box**, leave the other one blank
When the "red" question shows up indicate **YES, you contacted the person already**.
4. What do we do when the VP is replacing the Principal?

When the VP is replacing the Principal, just enter the TTOC against the Principal. |
5. As a vice principal I teach 2 to 3 blocks per day. When I enter an absence of mine on the ERP system, how do I respond to the question: Is he/she required to work the same schedule as you"?

So if you are just away in the morning you would enter the reason you are away, for .6 fte and the TIC as your replacement (answer 'Yes' to "have you already contacted TTOC), but if you need the TIC/TTOC for the whole day then you or the secretary enter a second absence on behalf of "**Extra Teacher**" for the **.4** and indicate the TIC is the replacement (and answer "Yes").
6. On the occasion when we are doing a meeting here at the school and have booked a TOC – do we use X staff as the reason? I ask this because we are doing meetings at the end of the month here at the school and I have asked the teachers to book TOC's for the morning. They are trying to register and could not find a "reason". No don't use extra teacher for meetings.

The teachers book their absence for reason "Curriculum" or "Meeting" -
A couple screens later you will be presented with a drop down box for various events, either chose the event – if it is in the list – or choose "Other" and put a description and GL in the comment box.
7. How is the absence entered when there's a TIC involved?

The principal/VP enters their absence for whatever the reason is that they are away and indicates the TIC as their choice and answers YES to the question “have you already contacted the TTOC”. The system enters the TIC as your replacement – no call out.

The TIC enters an absence for reason “TIC” and choses the TTOC they either have arranged, or they get the system to call for one.

8. Part-time teachers who TTOC? Do they need to book off their availability?

Part time teachers need to go online and mark their unavailability (the time they are teaching already, and any other times they aren’t available). Otherwise the system will assume they are available all the time.

If you have very limited time available and only want to take jobs that you arrange with other teachers at your school, you can mark yourself unavailable all year. Then when the teacher enters and absence and choses you, they can ignore the message saying you are unavailable and Mark “Yes, I have already contacted the TTOC”. This will post you as the replacement and the system dispatch a call.

9. If I’m an elementary classroom teacher, should I choose a specific subject area that I’m teaching on that particular day?

No, elementary teachers should choose Kindergarten, Primary or Intermediate. However, If you are an elementary specialist teacher (eg: Special Education),you should choose that category

10. Can we use the Power School Phone App?

No, that service is not available to us at this point. But you can use your phone to access the internet to enter an absence (provided you have data or wifi service).

You need to choose the Mobile option



On my phone it hides under the word School – but it still works

Then pick the folder Absence And Dispatch

