

How to Sign Up for CUPE Pro D Day Sessions – Staff in Assignments

Log into a computer and visit SD68 home page and click STAFF or click the link <https://www.sd68.bc.ca/staff/>

Click [My SD68 – Atrieve](#) and log on

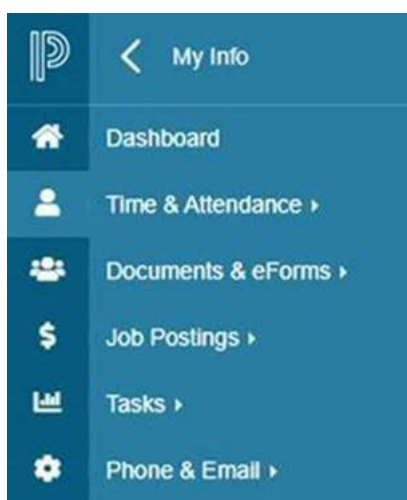
Resources for All Staff

- [My SD68 – Atrieve](#) – Log on with your username only (i.e. *jpublic* or *joe.public* – not *jpublic@sd68.bc.ca*)

Click My Info

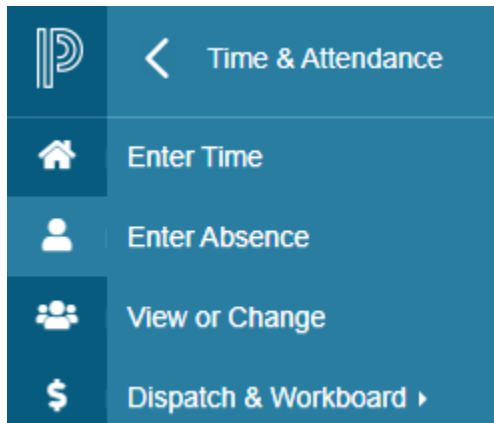


Click Time & Attendance



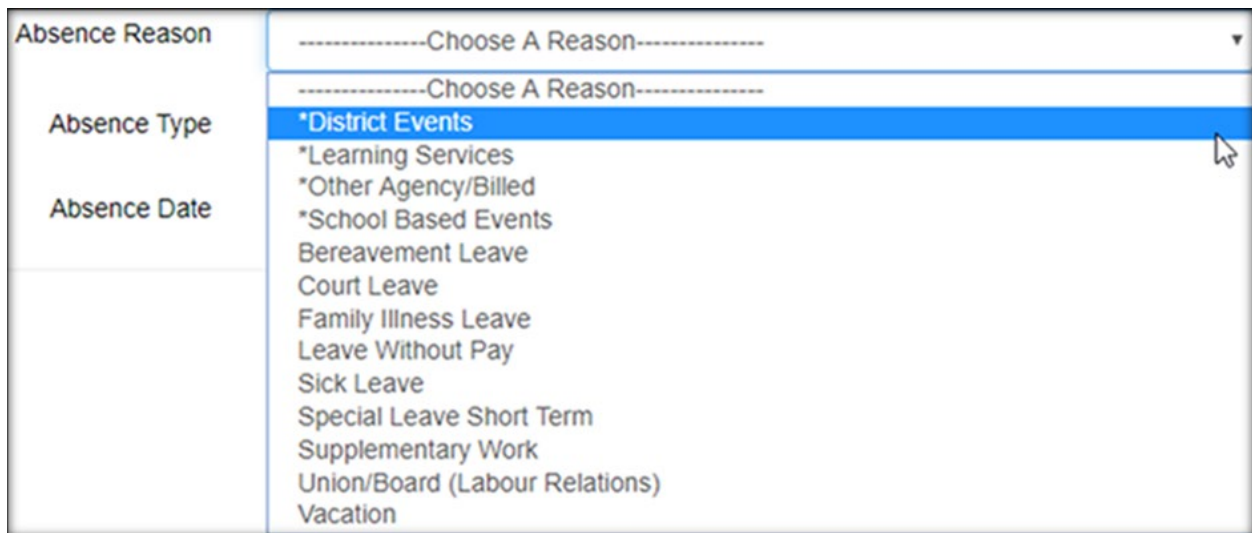
Click Enter Absence

(this will not count as an Absence from work, it's a way to generate a sign – up for the Pro-D Day Sessions)



Absence Reason Click the drop-down arrow to Choose A Reason

Select ***District Events**



Absence Type = Single Day

Absence Date = 03-Feb-2025

Click Next

Enter or adjust the time to match the session hours.

****If you will be signing up for two sessions, make sure to indicate AM or PM and times for each separate session otherwise you will not be able to register for both****

Click Next

Do you require someone to replace you? Click **NO**

Click Next

Click the dropdown arrow next to Choose A District Events Event

Choose which session you would like to register for

The screenshot shows a web form for submitting an absence. At the top, it displays the date '30-Jan-2020' for both 'Start Date' and 'End Date'. The 'Absence Code' is 'District Events' and the 'Status' is 'Requested'. Below this is a section titled 'Absence And Dispatch Status Info' with the text 'Not yet submitted.' and a 'Details' link. The 'Select Event:' section contains a warning: 'If you do not see the exact event you were advised to select, do not continue and please contact the person who provided the information to log this absence.' A dropdown menu is open, showing options: 'Choose A District Events Event', 'CEF Staffing', 'CUPE Pro-D Day Session 1', 'CUPE Pro-D Day Session 2', 'IT Department General', and 'Choose A District Events Event'. A mouse cursor is pointing at 'CUPE Pro-D Day Session 1'. An empty text input field is visible to the right of the dropdown.

Click Next

Please review that all the information is correct

Click = Submit Absence

How to Sign Up for CUPE Pro D Day Sessions – CASUAL Staff

Please follow the following link to register:

<https://forms.office.com/r/KSBbASE4Ka>

Please note: to be paid for a full day you must attend both the morning and afternoon session. If you attend the morning session only, you will be paid for a half day.