

Keewatin-Patricia District School Board

Employee Self-Service Portal

This Portal is available to all employees. You can go on-line and review your personal information as well as other features.

Please link to the Employee Self-Service Portal by going to the KPDSB Website at www.kpdsb.on.ca and select "Staff Resources" as illustrated in the sample screen below.

The screenshot shows a Microsoft Internet Explorer browser window displaying the website <http://www.kpdsb.on.ca/>. The page features the Keewatin Patricia District School Board logo and a navigation menu with the following items: Elementary Education, Secondary Education, Special Education, Aboriginal Education, Safe & Supportive Schools, Board Information, Staff Resources, and Departments. The 'Staff Resources' link is highlighted in green, and a callout box with an arrow points to it, containing the text 'Select "Staff Resources"'. Other visible content includes contact information for Kenora and Dryden offices, a search bar, and various news and update sections.

On the following screen and as illustrated below, select “Employee Self-Service Portal”.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Keewatin-Patricia District School Board website. The browser's address bar shows the URL <http://www.kpdsb.on.ca/kwMain.aspx?PageID=24>. The website's navigation menu includes links for Elementary Education, Secondary Education, Special Education, Aboriginal Education, Safe & Supportive Schools, Board Information, Staff Resources, and Departments. The main content area features a central image of two people reviewing documents, with a callout box pointing to the "Employee Self-Service Portal" link in the left-hand sidebar. The sidebar also contains links for "Check Your Email", "WellNet MSDS Site", "Training Resources and Videos", "On-Line WHMIS Training", "Help Desk", "Work Orders", "New Teacher Induction Program", "MISA-Compass for Success Data Warehouse", and "Elementary Report Card link - Kenora & Red Lake". The right-hand sidebar lists "Elementary Schools" and "Secondary Schools". The footer of the website includes the copyright notice "COPYRIGHT 2011 KEEWATIN PATRICIA DISTRICT SCHOOL BOARD | PRIVACY POLICY | DESIGNED BY Generator".

Once you select “Employee Self-Service Portal” you will enter the first screen of the Portal as illustrated in the sample screen below.

Please note that you can also link to the ESS Portal by clicking on Departments, then Human Resources, then “Employee Self-Service Portal”.

Login - Microsoft Internet Explorer provided by Keewatin-Patricia DSB

https://boardapps.kpdsb.ca/ISESS/ Keewatin-Patricia District ... Google

File Edit View Favorites Tools Help

Google Search More >> Sign In

Favorites College of Early C... College of Early C... FAQ Evergreen M... Parole Board of Ca... http--www.mc...>>

Login

Keewatin Patricia
DISTRICT SCHOOL BOARD

Please login to identify yourself

Use your Employee ID and Personal Identification Number (PIN) with no spaces or dashes

v1.65 Powered by iSYS Corporation

Employee ID	<input type="text"/>
PIN	<input type="text"/>
<input type="button" value="Login"/>	

Contact Judy Lynch, Human Resources Department
if you have any problems with Employee Self Service.

[Forgot your PIN?](#)

Secured by 2011-11-07

Done Trusted sites 100%

Employee ID: Enter in the Employee ID field the last five digits of your Employee ID number as it appears on your pay stub. For example, the employee number 000010670 should be entered as 10670.

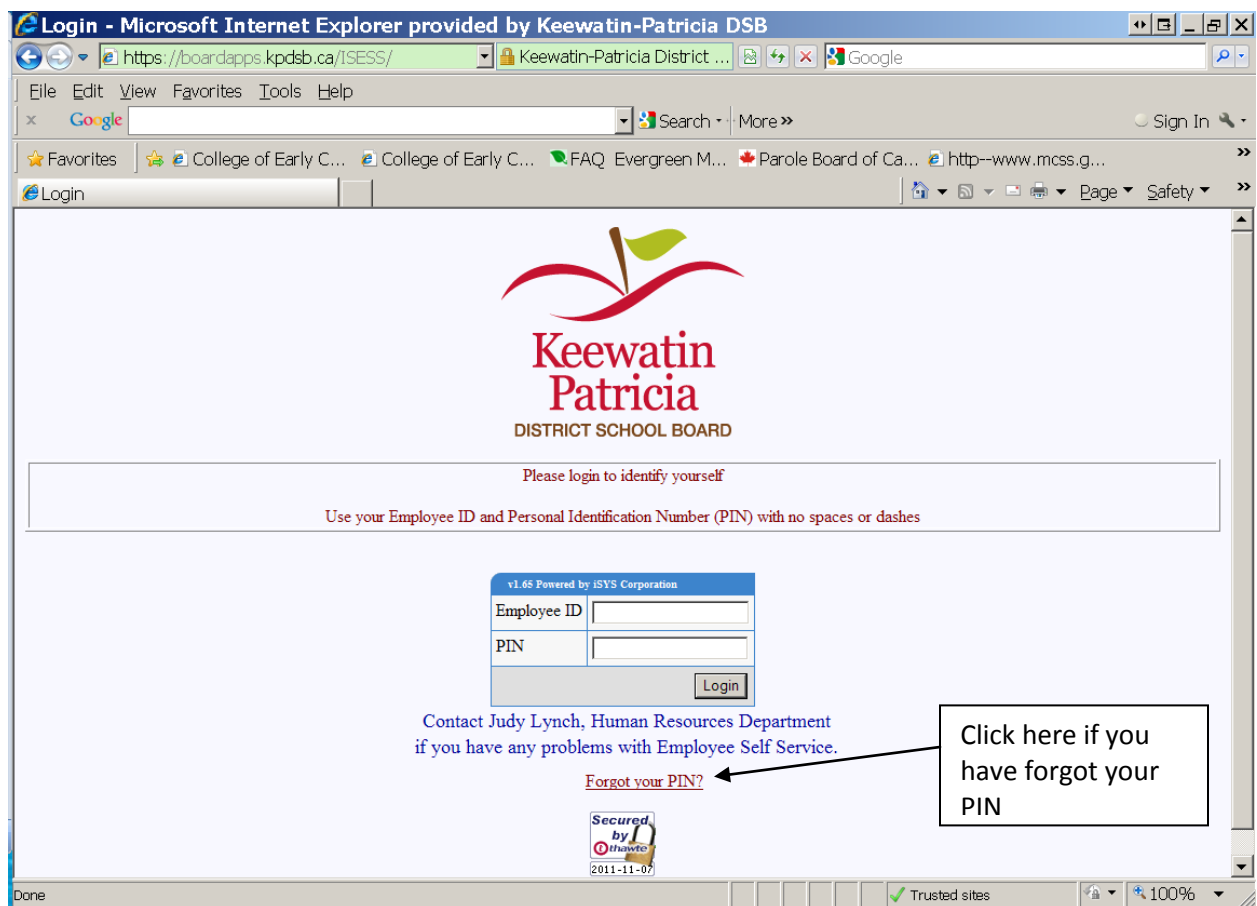
PIN: Enter in the PIN field your social insurance number (no spaces). Please note that your PIN number can be changed after your initial login.

Change PIN (optional): Simply enter your PIN (social insurance number), new PIN, verify PIN and click the “Change” button. Your new PIN must be numeric. There is no minimum or maximum digit requirement; however, we recommend no more than 9 digits. Please record your new PIN in a secure place for future reference.

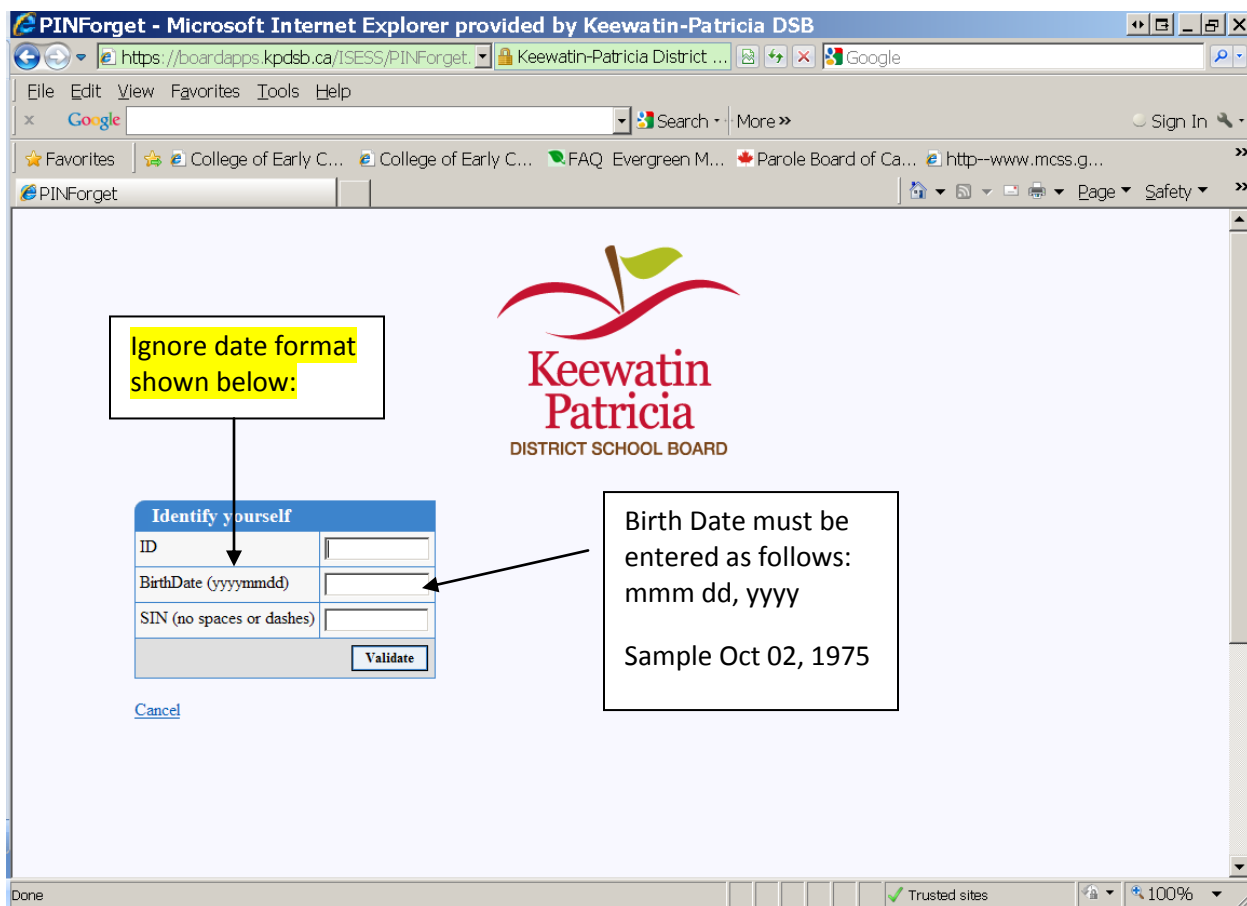
If you have previously changed your PIN, please enter your new PIN when logging in.

Once you enter your Employee ID and your PIN, click the “Login” button.

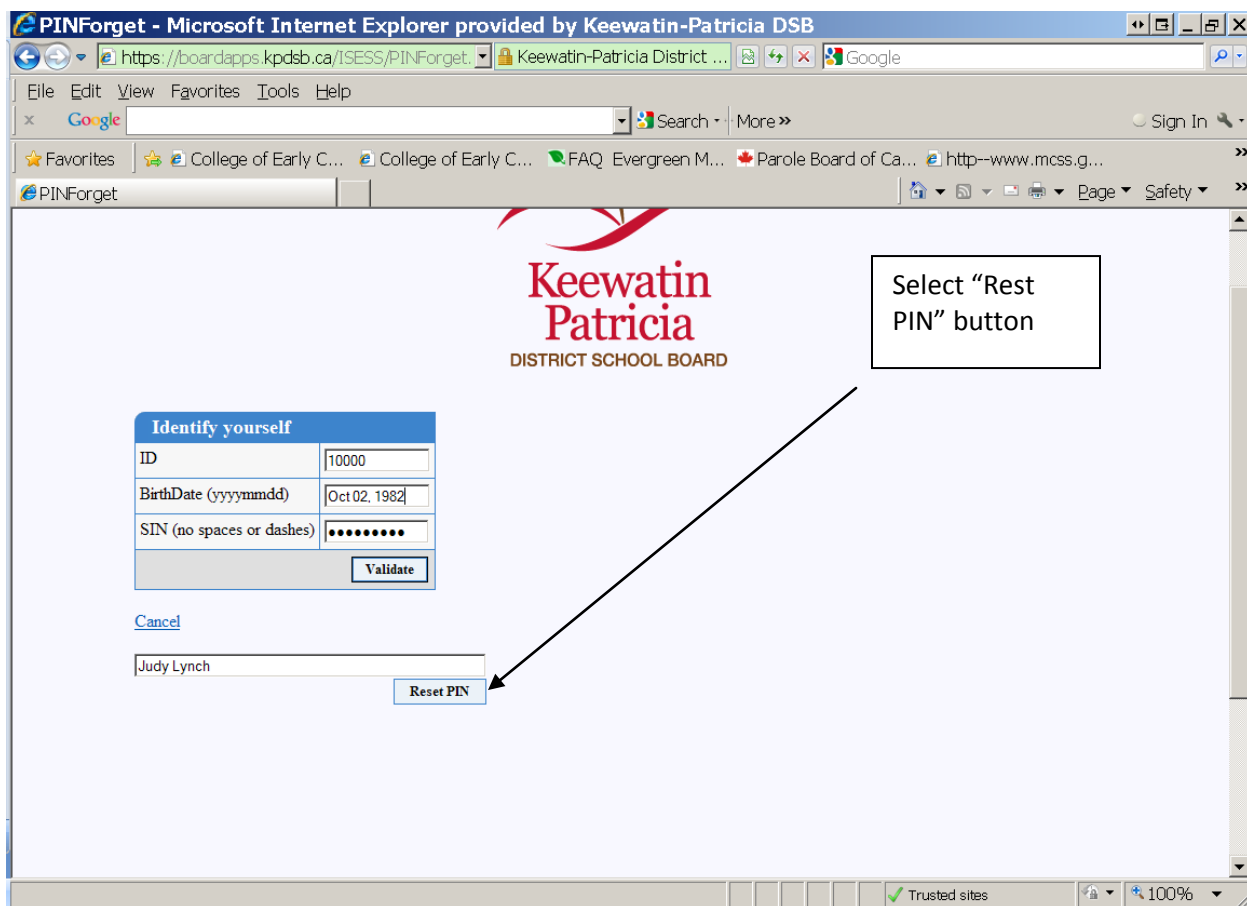
Forgot your PIN?: If you have forgot your PIN, please select “[Forgot your PIN?](#)” as illustrated on the following screen. **If you have not forgotten your PIN, go directly to the top of page 7 to proceed.**



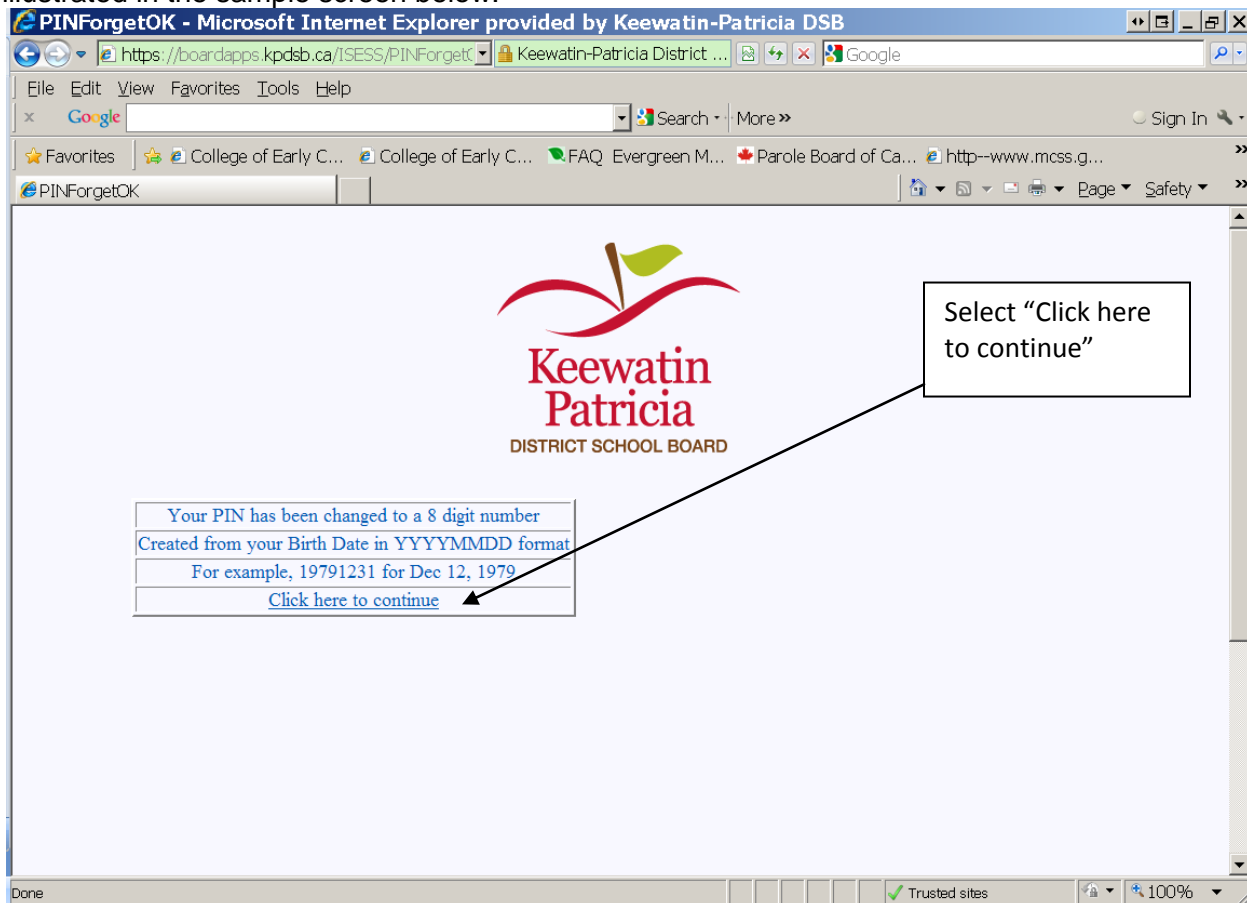
Once you select “Forgot your PIN?” the system will automatically take you to the next screen as illustrated below. Enter your Employee ID, DOB and SIN, then select the “Validate” button.



The system will automatically take you to the next screen as illustrated below. Select "Reset PIN"



The system will automatically take you to the next screen. Select "Click here to continue" as illustrated in the sample screen below.

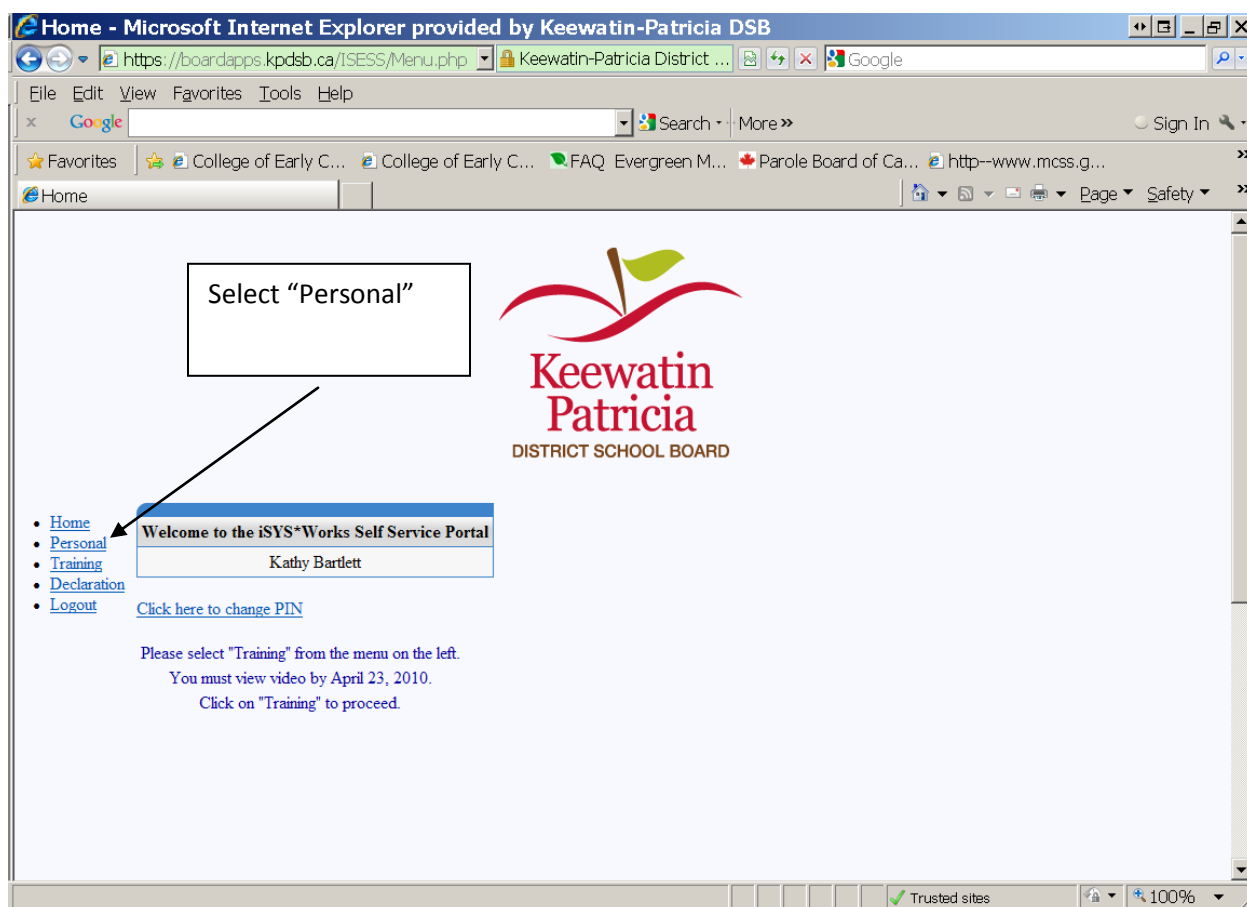


Employee Self Service Portal

The system will automatically take you to the start of the Employee Self Service Portal as illustrated in the sample screen below. From this screen you can select “Personal”, “Declaration” (only required to be accessed by permanent employees) or Training (only required to be accessed by permanent employees).

For example:

Select “**Personal**” from the menu on the left.



Once you select the “Personal” option from the menu you will automatically go to your “Personal Information” screen as illustrated in the sample below.

Please review your personal information and update any information as required. Select the “Change” button in order to save your changes.

Please note, Human Resources will require your mailing address in the “Address Line 1” field of the “Personal Information” screen.

Personal - Microsoft Internet Explorer provided by Keewatin-Patricia DSB

https://boardapps.kpdsb.ca/ISESS/Personal.pl

Keewatin-Patricia District ...

Google

File Edit View Favorites Tools Help

Google Search Sign In

College of Early C... College of Early C... FAQ Evergreen M... Parole Board of Ca... http--www.mc... g...

Personal

DISTRICT SCHOOL BOARD

- Home
- Personal
- Training
- Declaration
- Logout

Personal Information	
First Name	Jane
Surname	Doe
Middle Name	
Birth Date	Oct 2, 1975
Telephone	807-223-0000
Address Line1	204 First Street
Address Line2	
City	Dryden
Province	ON
Postal Code	P8N1R1
Country	Canada
Board E- Mail	jane.doe@kpdsb.on.ca
E- Mail	janedoe@drytel.net
<input type="button" value="Change"/> <input type="button" value="Cancel"/>	

Note: Address Line 1 must contain your mailing address.

Select "Change" to save any changes to your personal information.

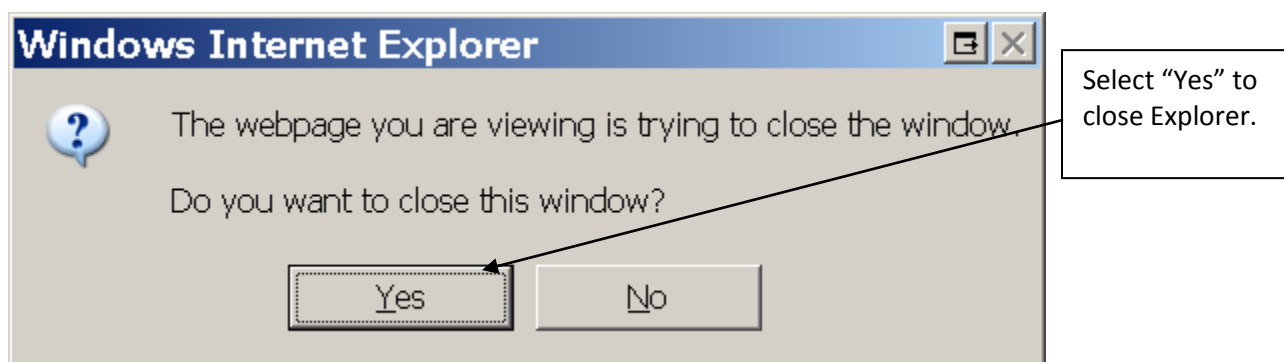
Select "Logout" to exit Portal.

Trusted sites 100%

If you have no changes or you have saved your changes, select "Logout" from the menu on the left of the page to close the Personal Information Screen.

It is not necessary to print any portion of this screen.

Once you select "Logout" you will automatically be prompted to close Windows Internet Explorer. Select "Yes" to close Explorer as illustrate in the sample screen below.



If you require any assistance, please contact Judy Lynch, Human Resources Officer at (807) 223-5311 ext. 249