

If at any time during the online process you experience technical difficulties please call 625-7132.

Viewing positions:

- Close Internet Explorer if it is open, so that you see the desktop.
- Open Internet Explorer
- Go to the SRSB website (www.srsb.ca)
- Click on "For Staff"
- Select "Teacher Assistant Online Assignment Forum"
- Log in using your email username and password.
- View the seniority list on the left and the job postings on the right.
- Click on the triangle to the left of the school name to view the available positions.
- **Use the refresh button (F5) often to update the seniority list and job postings.**

Selecting a position:

- Check that your name is at the top of the list with "currently selecting" beside it.
- Click on the position number that you want to select under the school name.
- *If you want to cancel your selection, click "CANCEL" and return to list.*
- *If you want to keep your selection, you **must** acknowledge that you have read the guidelines and accept them by checking the box.*
- Check off any additional qualifications (bilingual, female, male, sign language) that you hold.
- **Last opportunity to cancel.** Click on "CANCEL – return to list and do not accept this position".
- Otherwise, click on "Submit this assignment for approval".

Approval of your selection:

- Remain at the computer until you are notified VIA EMAIL whether your position has been approved or not approved on the basis of seniority and qualification.
- Click on the "TAKE ME TO MY EMAIL" button at the bottom of the submission page to open your email.
- **Use the refresh button (F5) to refresh your email.**

No available position:

- If there are no available positions within a reasonable travel distance from your home, you must phone the TA Online Assignment Forum team at 625-7132.
- For clarification, it is our understanding that EI claimants will be expected to look for work within a one hour commute from their home. Anyone who declines a position within a reasonable travel distance may not be eligible for benefits under the new EI legislation.

Log out:

- Close Internet Explorer so that you see the desktop. The next person can now log in.

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