

How to Access Jobs On The TDSB Website*

The Toronto District School Board posts daily and long term positions directly on their website (only available to employees). Access to this website is available to all employees from **any computer** once you are registered.

To register on the TDSB website for the first time:

In the address line of your internet browser, type **mytdsb.on.ca** . Next, it will ask you for your **Employee #** (preceded by enough zeros to make a six-digit number) and your **Password** (see below). After completing this click on Login and then click on **TDSBWeb**.

For your initial (secret) password, enter the 8-digit number as follows:

- the last four digits of your social insurance number – plus –
- the two digit number representing the day you were born – plus –
- the two digit number representing the month you were born.

(For example, if your social insurance number is 123 456 789 and you were born on May 19th, your initial (secret) password would be 67891905. Click on “Sign In”.)

Then you will be asked to change your password – change the initial password to a password with 8 characters (number and/or letters). **WRITE DOWN THIS PASSWORD. Please note that, to maintain security, this password will expire every 42 days.** To maintain constant access, be sure you always change your password sometime within 42 days.

If you require assistance accessing this site, please contact the Enterprise Service Desk at 416-395-4357 (HELP) and press option 5.

To Access Smart Find Express (SFE) On-Line:

In the address line of your internet web browser, type **https://secure.tdsb.on.ca/afe** (*Bookmark this page*)
OR

type **mytdsb.on.ca** in your web browser then click on the underlined **SmartFind Express** link below. Sign in using your employee number with no zeros as your Access ID. Enter the same PIN that you use to access the telephone SFE. From here, you can access your file and any jobs that are available. See the SFE Quick Reference Card for further directions. Don't forget to sign out when you are finished.

To Access Long-Term Position Postings:

- follow the sign in procedure for **mytdsb.on.ca** shown above.
- Click on **Employee Services** in the orange near the top left of the TDSB home page.
- On the left side of the screen, scroll down and click on **Job Postings**.
- In the column down the left side, click on **Long-Term Occasional Teaching**.
- Scroll down and click on the appropriate panel and zone.
- Long-term positions are posted from Tuesday 9 a.m. to Friday noon each week.

Once you are signed in on mytdsb.on.ca, there are all kinds of interesting places to go. You will have access to Board policies and procedures, curriculum materials, forms and benefits, workshops and courses, maps and directions, etc.