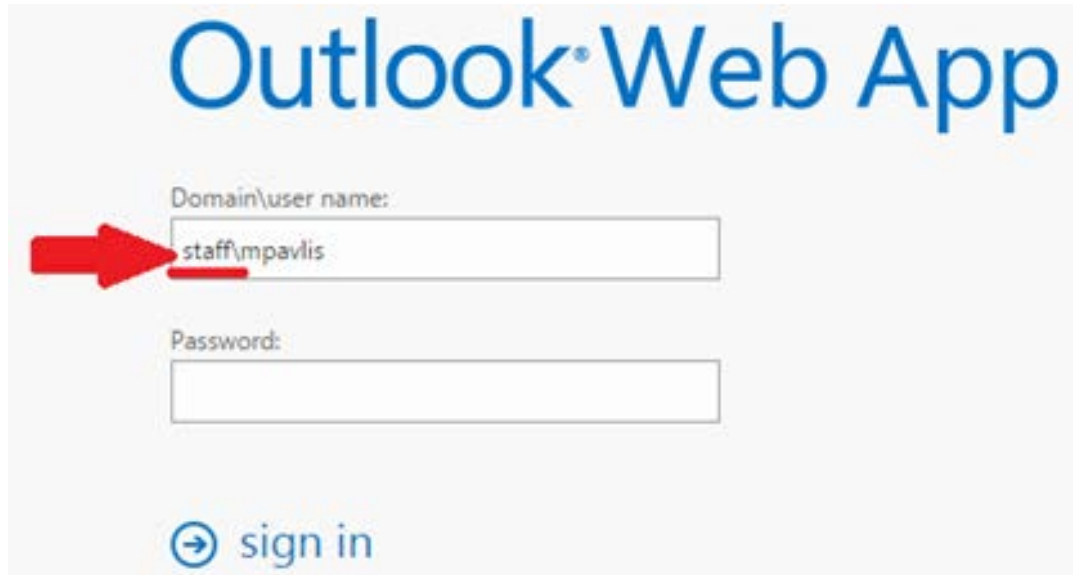



Signing up for Job Postings

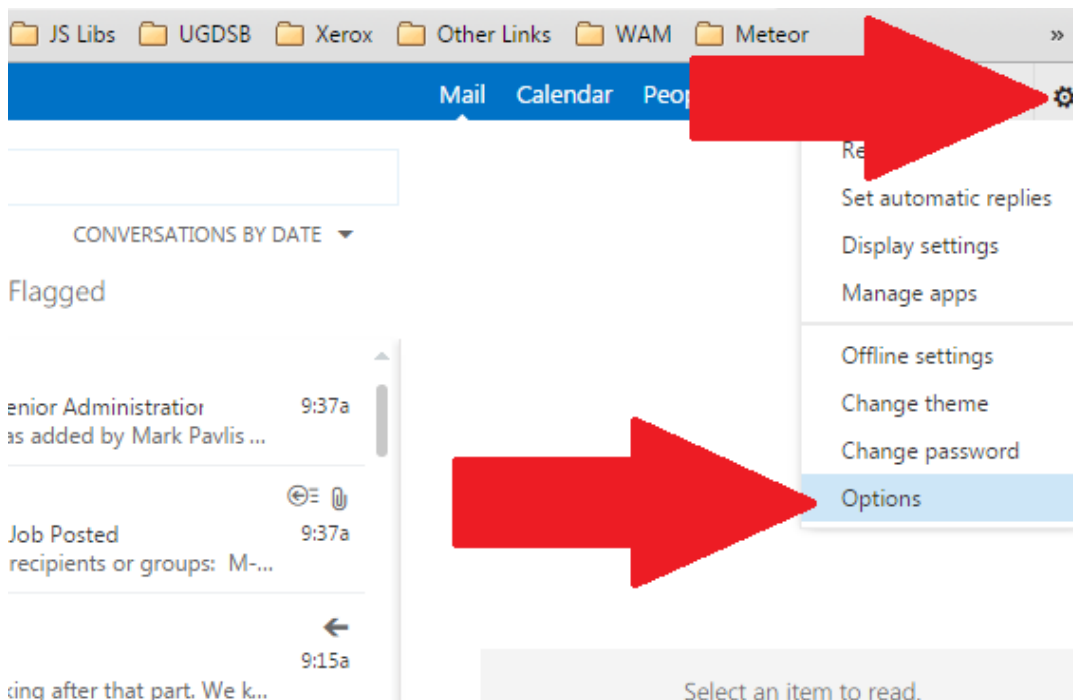
This manual will show you how to add yourself to a list that will get an e-mail whenever a new job is added to the UGshare.

Step 1: Go to Outlook : <https://webmail.ugdsb.on.ca/owa/auth/logon.aspx>

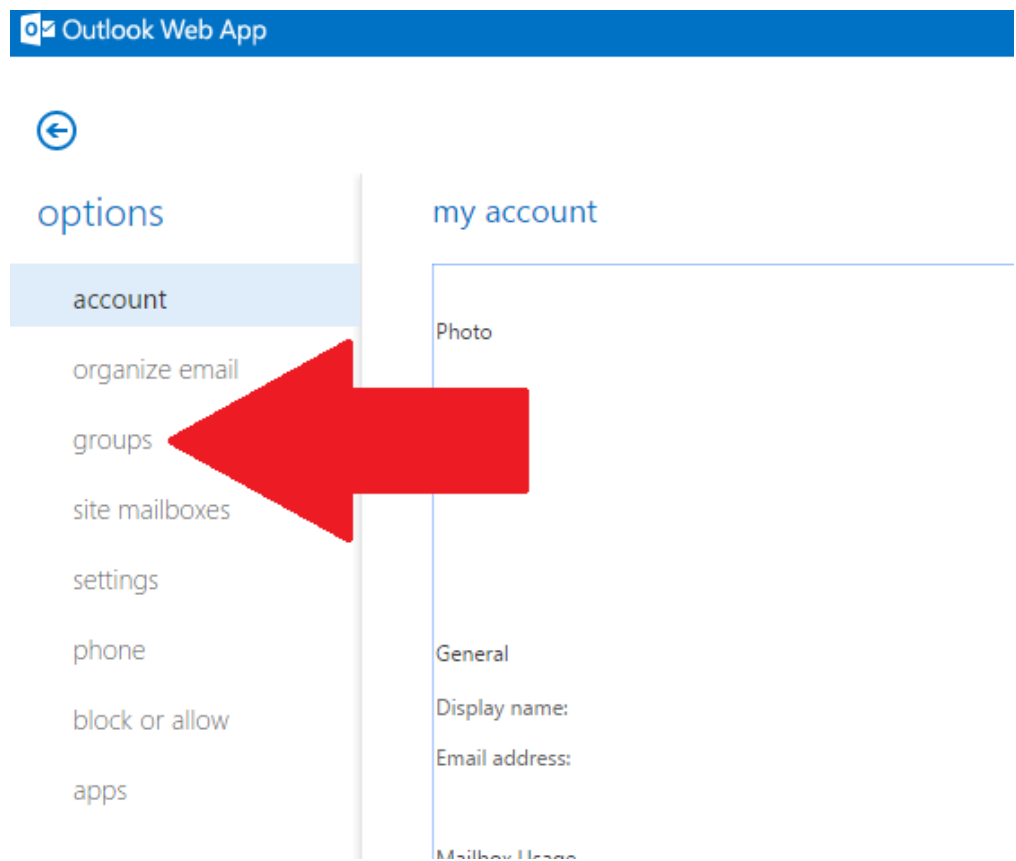
Step 2: Sign in using the username and password you use every day to log into your computers. You must put the "staff\" in front of your username.



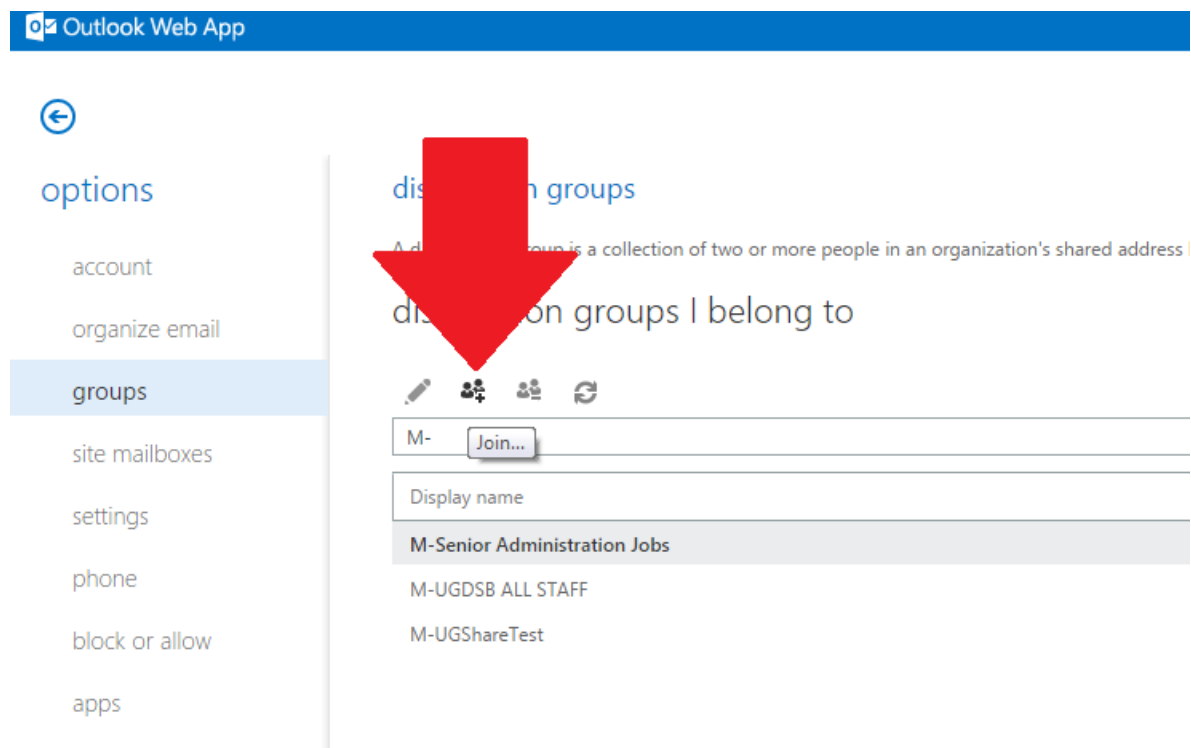
Step 3: Go to the outlook options. Click on the gear icon  in the top right corner, then select the options from the menu.



Step 4: On the left panel click on groups

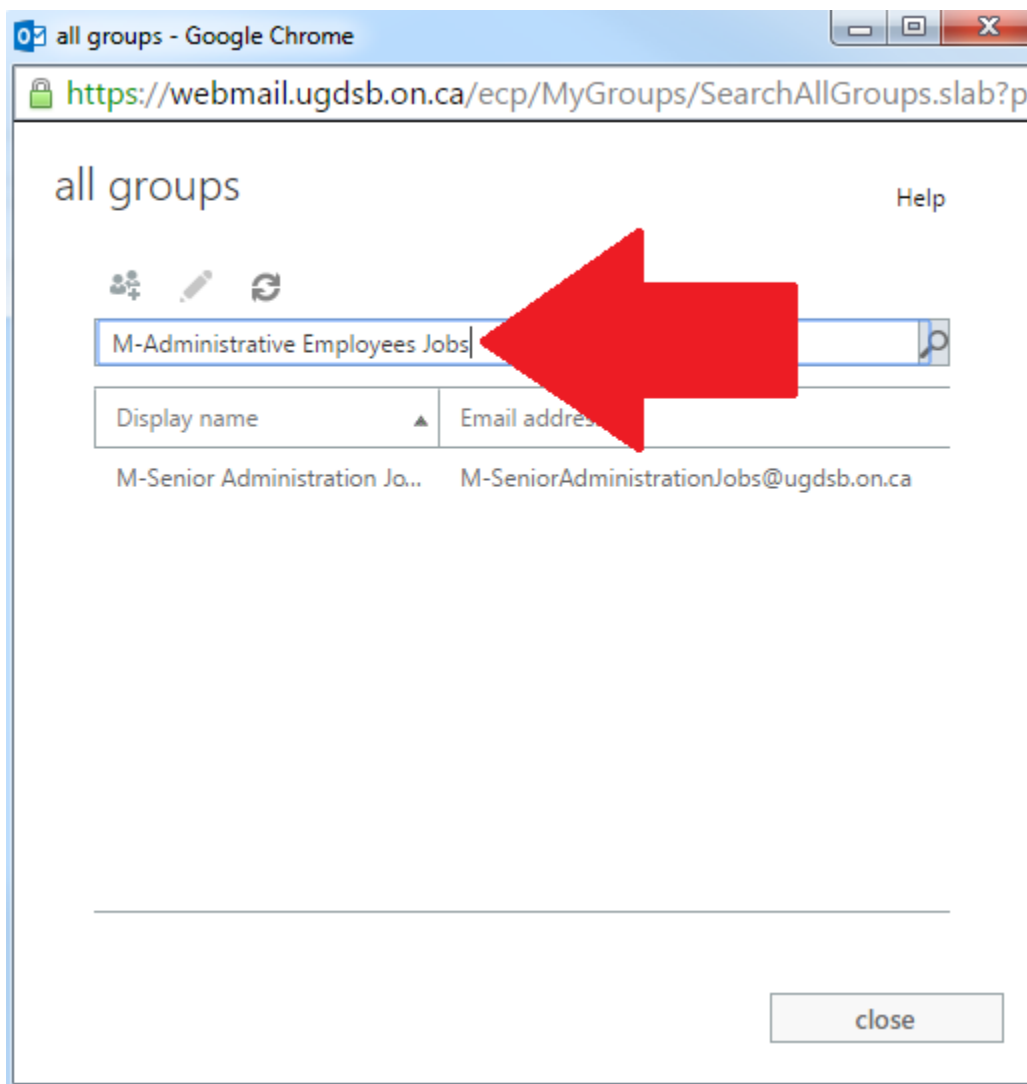


Step 5: Click on the join button.

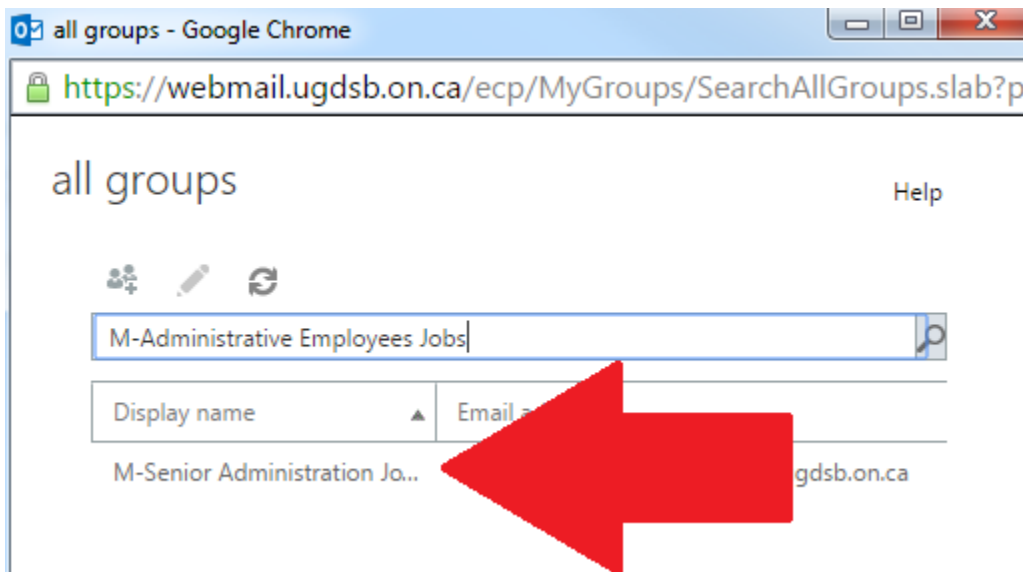


Step 6: Type in the name of the group you're looking for into the search box and hit enter. The following table has what you're looking for based on what types of job you want to be notified on.

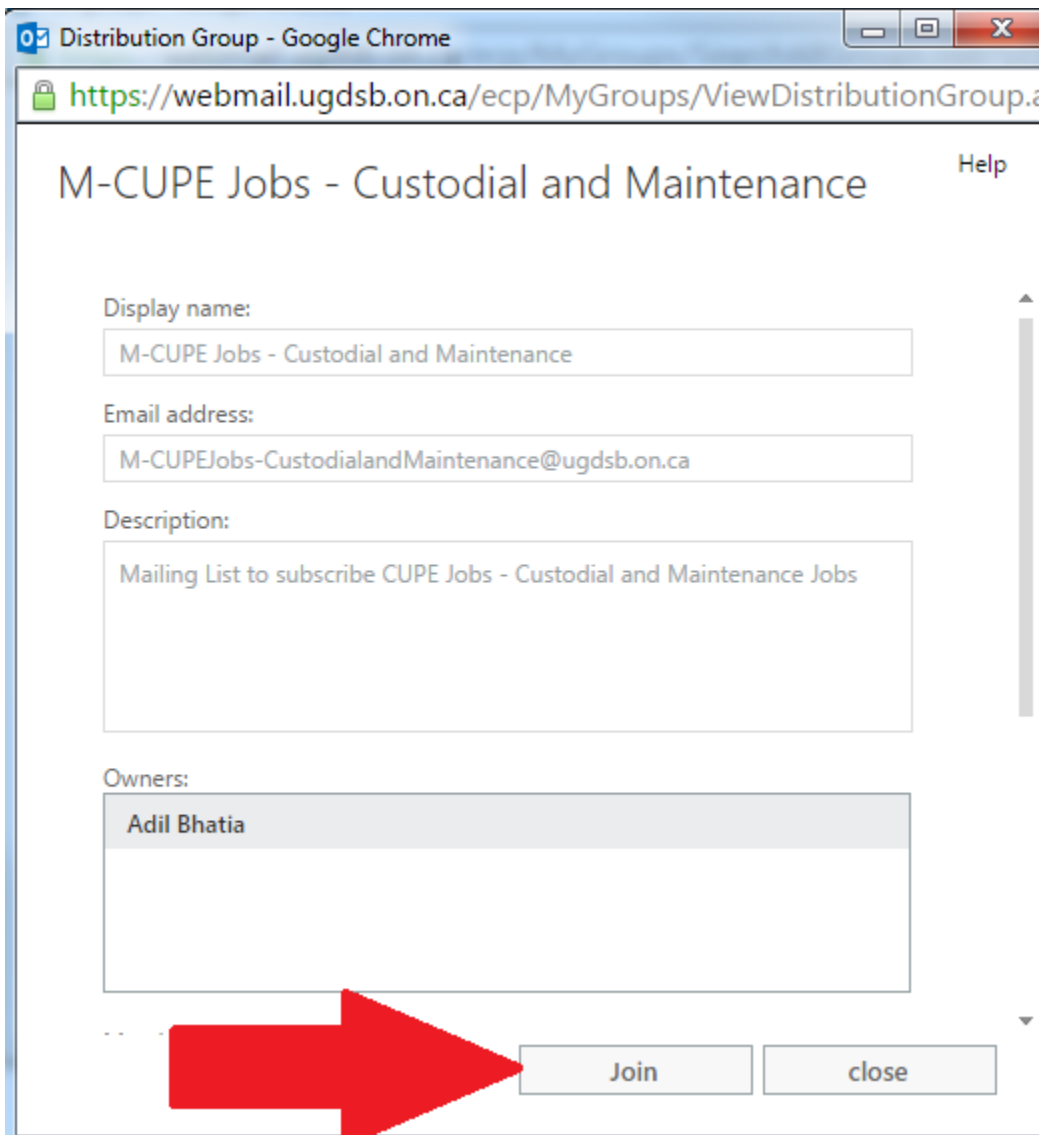
Job Type	What to type into the search box
Administrative Employees (AE)	M-Administrative Employees Jobs
Canadian Union of Public Employees (CUPE) - Custodial and Maintenance	M-CUPE Jobs - Custodial and Maintenance
Canadian Union of Public Employees (CUPE) - ESL	M-CUPE Jobs - ESL
Educational Assistants/Special Program Assistants and Early Childhood Educators (EA/SPA/ECE)	M- EA - SPA - ECE - Jobs
Elementary Teaching Positions	M- Elementary Teaching Positions
Office, Clerical, Technical (OCT)	M-Office Clerical Technical Jobs
Others	M-Other Jobs
Principal/Vice-Principal	M-Principal and Vice-Principal Jobs
Professional Student Services Personnel (PSSP)	M-Professional Student Services Personnel Jobs
Secondary Teaching Positions	M-Secondary Teaching Positions
Senior Administration	M-Senior Administration Jobs



Step 7: Double click on the list from the results.



Step 8: In the new window click the join button.



Step 9: When a new job is posted you will receive an e-mail (example below).

*****2 different systems need to synchronize, (UGshare and Outlook) so it may take a few days for you to be properly added to the list and start receiving e-mails.*****

On this email use the following link to see the job posting. We are not able to change what these e-mails look like, we apologize for their poor appearance.

New Document added to Senior Administration on UGShare
(<https://ugshare.ugdsb.on.ca/docushare/>)

Mark Pavlis <mark.pavlis@ugdsb.on.ca>
Sent: Mon 12/21/2015 9:34 AM
To:

The following Document was added by Mark Pavlis on Monday, 21 December, 2015 09:33:39 AM EST

 [test not real job](#)  [mpavlis](#) 12/21/2015 [Props](#)

Appears In: [Senior Administration](#)

This notification was generated by [Subscription-405](#).