

York Region District School Board Casual Support Brochure

System Phone Number 905-727-7071
For all local calling
1-877-809-8053
For employees calling in
from Ontario locations
which are long distance to
Aurora

Help Desk Phone Number 905-727-0022 Ext. 4357, option 5

Write your PASSWORD here _____

Web Browser URL star.yrdsb.ca

REASON CODES:
910 Casual Time Worked

NEW USER REGISTRATION – MUST BE DONE BY PHONE

1. Enter in your User ID followed by the star (*) key. This is your employee ID number. (Your Employee ID number can be found on your pay statement or by contacting the school)
2. When prompted for your PIN, enter your User ID (Employee ID #) followed by the star (*) key.
3. Enter a new PIN at least six (6) digits in length followed by the star (*) key
PRESS 1 if Correct
PRESS 8 to Re-enter
4. Record your name followed by the star (*) key
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hang-up
5. Hear your work locations and job descriptions. If they are not accurate, contact the STAR help desk.

WEB BROWSER ACCESS INSTRUCTIONS

If you are new to the STAR System you must register by phone first before you are able to use the web

SIGN-IN

Open your web browser <https://yrdsb.eschoolsolutions.com> and access the STAR. Sign-In page by entering your access ID (Employee ID #) and Password (6 digit PIN created when registered by phone). The system will prompt you to create a password which must include a minimum of 8 total characters (1 alphabet character and 1 number or special character).

Once you log in you will receive a notification to validate your email address. Go to your email to validate your email address.

Note: The WEB password will expire every 90 days. You will be required to change your password when you receive the notification from the system.

PASSWORD REMINDER

The “Forgot your Password?” link supports users who want to log into the system, but have forgotten their password. When this link is

selected, the system displays the password reminder request page. The user’s Access ID will be required and an email will be sent to the email that was entered into the system.

TO CREATE AN ABSENCE / JOB

To enter **TIME WORKED** choose the “*Create an Absence*” link

Important Note: Items in Bold are required to complete a Job and receive a Job Number. Past dates cannot be entered – ONLY current. All steps must be followed in chronological order.

- **Select the Location**
 - System will default to one location however if you work at more than one, select the drop-down menu or type in the location name if different from the default.
- **Select the Classification**
 - System will default to School Assistant.
- **Select the Reason**
 - Choose from the drop-down menu or type the reason "**casual time worked**", code 910.
- **Select Start and End Dates for your job**
 - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your job**
 - The Start and End times must ALWAYS be changed.
 - To change defaults, enter time in HH:MM AM or PM format
- **Select the Continue button**
- **Select the Create Absence button to receive a Job Number. Please record the Job Number.**

TO REVIEW JOBS

Choose the **Review Absences** link to review past or current jobs.

Follow these steps

- Select the format for absence display: List or Calendar view.
- Search for Jobs:
 - Enter specific date range (MM/DD/YYYY) or use the Calendar icon
 - or enter job number
 - or leave blank to display all your jobs
- Select the **Search** Button
- Select the **Job Number** link to view job details on specific jobs

Select **Return to List** button to return to the job listing

SIGN-OUT AND WEB BROWSER INFORMATION

At any time during the session, the **Sign- Out** link can be pressed to end the session and disconnect from The STAR System. Pressing the browser’s back button or going to another site on the Internet does not disconnect the session from the STAR System.

Important Note:

DO NOT use the browser’s BACK button to navigate to screens. Navigation buttons are on the bottom of The STAR System screens, such as the Return to List and Continue buttons.