

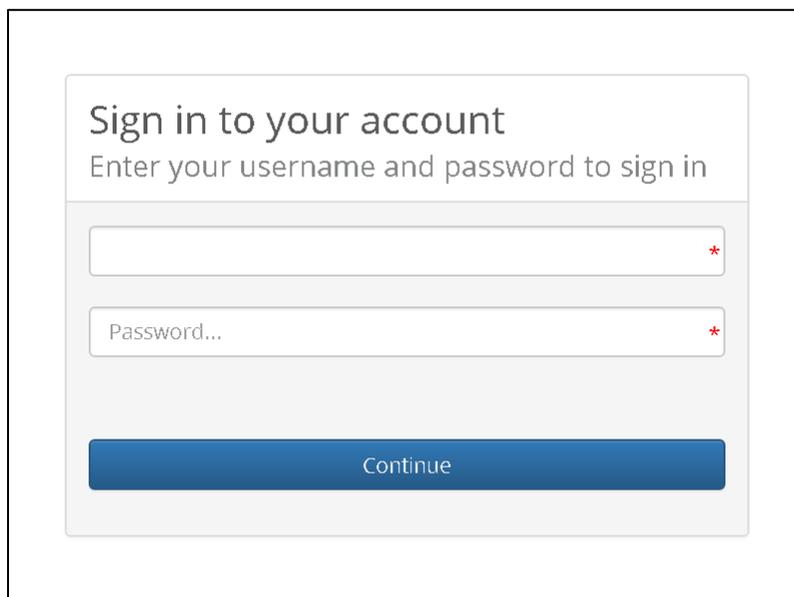
## REPLACEMENT EMPLOYEE INSTRUCTIONS

### Using the PowerSchool Web Portal

When logging into the PowerSchool Web Portal remotely please use this link:

<https://bc11.atriveerp.com/bulkleyvalley/servlet/Broker>

**Log Into the Web Portal using your school district username and password.**

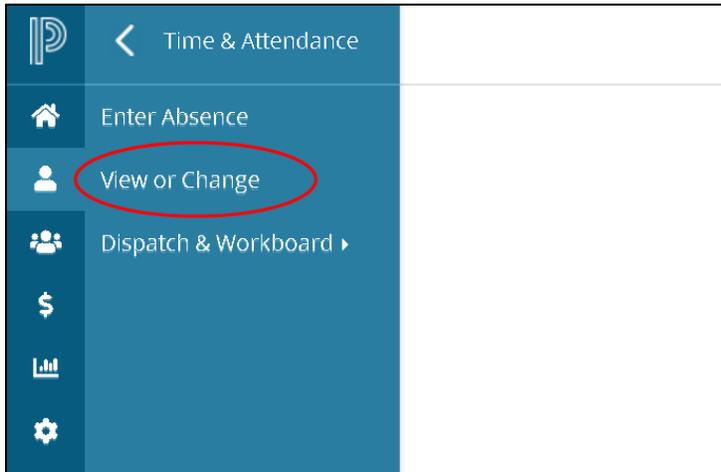


The screenshot shows a login form titled "Sign in to your account". Below the title is the instruction "Enter your username and password to sign in". There are two input fields: the first is for the username and the second is for the password, with a red asterisk to the right of each field. Below the input fields is a blue button labeled "Continue".

**To view your upcoming Dispatches locate the 'My Info' menu item.**



**Select 'Time & Attendance' from the menu, then 'View or Change'**



**Past and Upcoming Dispatches will list under the 'Dispatches' heading.**

**View / Change: Absence and Dispatch Listing**

Instructions:  
Click on the ID Number To View, Close Or Cancel An Absence Or Dispatch.

**Absences**      Date Range: 06-May-2020 <sup>(12)</sup> To 06-Jun-2021 <sup>(12)</sup>      [Refresh Absences](#)

ID No	Start Date	End Date	Absence Reason	Replacing Employee(s)

**Dispatches**      Date Range: 06-May-2020 <sup>(12)</sup> To 06-Jun-2021 <sup>(12)</sup>      [Refresh Dispatches](#)

ID No	Start Date	End Date	Extra Time Type	Absent Employee
1023	11-Jun-2020	11-Jun-2020		Test, Support
1018	29-May-2020	29-May-2020		Test, Teacher
1017	22-May-2020	22-May-2020		Test, Teacher
1014	20-May-2020	20-May-2020		Test, Teacher
1013	07-May-2020	07-May-2020		Test, Teacher

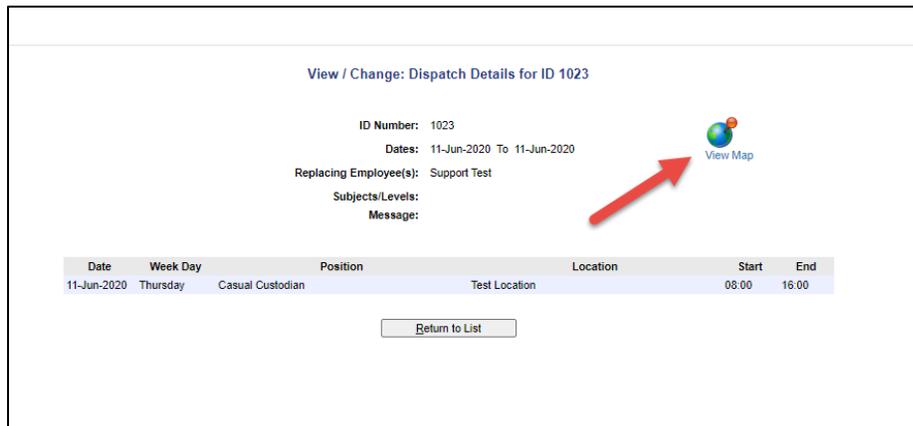
**Long Term Leave Requests**

ID No	Start Date	End Date	Absence Reason

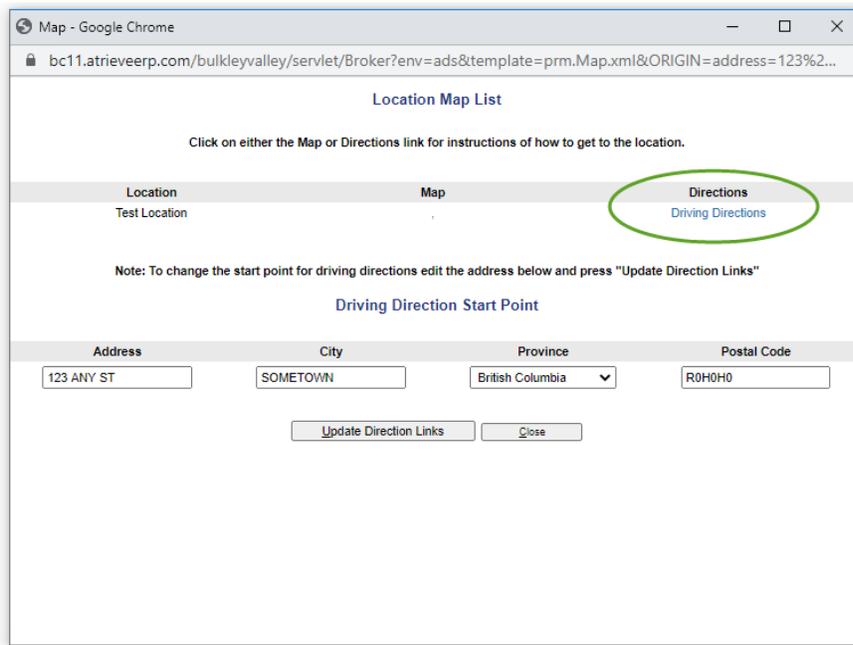
**Canceled / Denied Leave Requests - No Absence record**

ID No	Start Date	End Date	Absence Reason

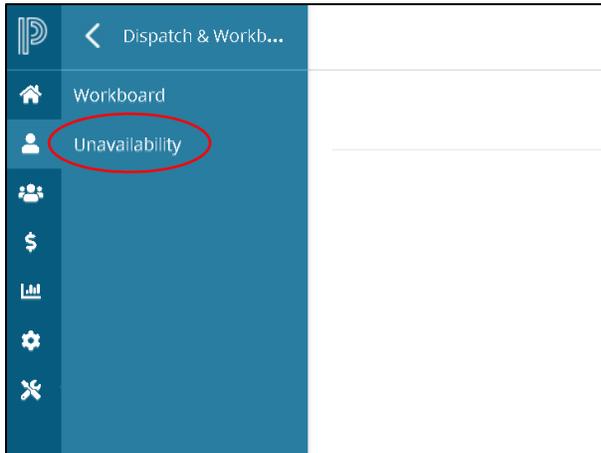
**Clicking on the ID No. will bring up the details of the absence your filling.**



**Click 'View Map' icon to access the Location Map. Driving Directions will launch Google Maps and direct you to the location based on your Driving Directions Start Point.**



## Entering Unavailability



1. **Making yourself unavailable does not cancel any jobs you've previously accepted.**
2. **You can change your unavailability as needed.**

### Unavailability: Add, Change and View History

  
[FAQ](#)



Enter your unavailability information then click Next.

Click on the calendar icon to select your dates from a pop-up calendar.

  
[View History](#)

Choose the reason you are unavailable:

-----Choose A Reason----- ▼

Enter the date(s) you will be unavailable:

05-Jun-2020

To

05-Jun-2020

**Note:**  
The weekly schedule you enter is assumed to repeat for each week within the date range.

Please enter the time in 24 hour format.

Week Day	Unavailable	Start Time	To	End Time
Monday	<input type="checkbox"/>	01:00	To	23:59
Tuesday	<input type="checkbox"/>	01:00	To	23:59
Wednesday	<input type="checkbox"/>	01:00	To	23:59
Thursday	<input type="checkbox"/>	01:00	To	23:59
Friday	<input type="checkbox"/>	01:00	To	23:59
Saturday	<input type="checkbox"/>	01:00	To	23:59
Sunday	<input type="checkbox"/>	01:00	To	23:59

Next

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### Unavailability History For The Last 12 Months

Click on a start date below to delete an unavailability record.

Start Date	End Date	Reason	Mon	Tues	Wed	Thur	Fri	Sat	Sun
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