Casual Support Staff
Electronic Booking System (ESS Staff Portal)

All Casual Staff receive a username/password for the ESS Staff Portal. This allows you to review/accept available dispatches and access paystubs/T4 statements.

To access your Sturgeon Public School email account:
Go to www.sturgeon.ab.ca
- At the top right hand side click on **Staff**
- In the center of the page click Web Mail
- Your username is firstname.lastname@sturgeon.ab.ca and your password will be provided to you by People Services upon completion of your new hire package.

Your password **expires** every 6 months and can only be changed on a school computer. Sign in with the current password and "ctrl-alt-delete"

To access our Electronic Booking System:
Go to www.sturgeon.ab.ca
- At the top right hand side click on **Staff**
- In the center of the page click ESS Staff Portal
- **Username** is firstname.lastname and your password is the same as your email password and will be provided to you by People Services upon completion of your new hire package.
1. To view **available dispatches**
   - My Info
   - Time & Attendance
   - Dispatch & Workboard
   - Workboard
2. To search for a job, click on the ID number to the left of the dispatch, view the details and either accept or refuse the position
3. To view your **accepted jobs**
   - My Info
   - Time & Attendance
   - View or Change
4. To enter your **unavailability** (this must be entered for all days you are not available to work)
   - My Info
   - Time & Attendance
   - Dispatch & Workboard
   - Unavailability
5. To sign up for **text message** notifications (for jobs requested specifically to you)
   - My Info
   - Phone & Email
   - Text & Email Profile *(times to receive text messages is in a 24hr clock format)*

If you need assistance with password issues or using the Electronic Booking System please contact the People Services Advisor at 780-939-4341.

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