

2011 - 2012

O.T. INFORMATION BULLETIN




HALTON
O.E.C.T.A.
OCCASIONAL
TEACHERS



....BECAUSE WE GIVE A HOOT ABOUT KIDS.....

ONTARIO ENGLISH
**Catholic
Teachers**
ASSOCIATION



Richard Brock
President

www.haltonoecta.com

Halton Elementary Unit richardbrock@sympatico.ca
1182 Blair Rd. Office: (905) 335-6660
Burlington, Ont. Fax: (905) 335-6684
L7M 1K9 Cell: (905) 719-0088

OCCASIONAL TEACHERS

~ HOW TO CREATE YOUR OWN BOARD
E-MAIL ADDRESS ~

"EVERY" O.T. MUST CREATE ONE

October 25, 2011

#2

....FROM THE DESK OF YOUR PRESIDENT: RICHARD BROCK...

Re: Occasional Teacher E-mail Accounts

Please ensure that the first time Occasional Teacher staff access their e-mail account, they must use a Board computer. This is for security reasons. Following the initial log in, they will be able to access their email accounts from anywhere.



- **E-Mail Account**
- **[Lastnamefirsttwoinitials@hcdsb.org](mailto:lastnamefirsttwoinitials@hcdsb.org)**
- **Access from Board Public Site through StaffNet**
- **<https://mail.hcdsb.org>**
- **User name: elem \ OR hs \ lastnamefirsttwoinitials**
- **Password: newPassword then change**

If you experience any problems, please contact:

- **I.T. HelpDesk at: 905-632-6314 ext. 500**