

Dufferin-Peel Catholic District School Board

How To Set Up On WebTRACS

Dufferin Peel Catholic District School Board uses an automated system called WebTRACS for reporting absences. If you have <u>never</u> registered with WebTRACS, you must register in order to report all of your absences, regardless of whether or not a supply is required. If you have registered with WebTRACS previous to this assignment, there is no need to re-register.

To be able to access the WebTRACS system, you must register by telephone, using a touch-tone key pad, at 905-366-5640. Please register with WebTRACS one day prior to the start of your assignment.

You will need your five (5) digit Employee Identification Number.

- Dial the WebTRACS phone number (905-366-5640)
- Enter your Employee ID# when you are prompted to enter your Access ID
- Enter the star (*) key
- Again, enter your <u>Employee ID#</u> when prompted to enter you Pmm0001 ref*BT1 0 0 1 3018 res

to re-enter the recording of your name.

- 2. Review your profile.
- 3. Create and enter a new PIN, at least six (6) digits in length, followed by the star (*) key.
- Press 1

After signing in, you will be abe to review you Employee Ster Gide, Employee Profile and your Quick Reference Sheet.

f you have anyquestions, please contact Human Resources at (905) 890-0708, extensions 24166 or 24455.