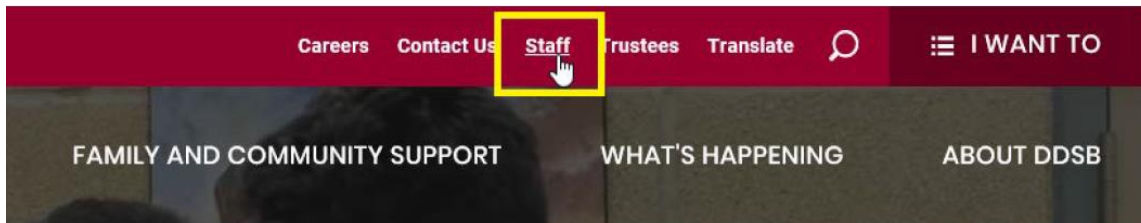


All requests to Employment Letters will be submitted through the Forms Online system accessible through Employee Self Service (ESS). Employees may login to ESS to create new Employment Letters request.

To fill in an Employment Letters

How to Login to the System

To access the system, go to www.ddsb.ca and click on **Staff** button near the top right of the page:



Click on Employee Self-Serve and log-in using your Network Login information:



Click on **HRP Link** and then login with your credentials again.

Forms Online has moved to:



User Name

Password

Note: Do not include @ddsb.ca in your User Name.

Click on **Forms Online** on the left-hand side.

