

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](http://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.



