



**School District #06 – Rocky Mountains**

**CUPE Payroll eServe Profile Instructions**

**2018**

## LOG INTO ESERVE

Employees can log into eServe from School District #06 – Rocky Mountain website – Staff Portal

The screenshot shows the Rocky Mountain School District #6 website. The top navigation bar includes links for Home, Departments, and Forms. A sidebar on the left contains a calendar icon, Webmail, Smart Fird, eServe (highlighted with a red circle and a yellow arrow), Via (SDS web), MyEdBC, Create My, H: Drive, and a search icon. The main content area features a news item titled "Final Senior Concert at DTSS" and a "Search the Internet" section with a Google search bar. A "Quick Links" section on the right lists various services like SD 6 Public Website, Webmail, Paper Tracking Database, IVOS Incident Reporting, Interior Health, AssetPlanner, 2018 District Day Registration, MyEd Analytics, and MyEd Support.

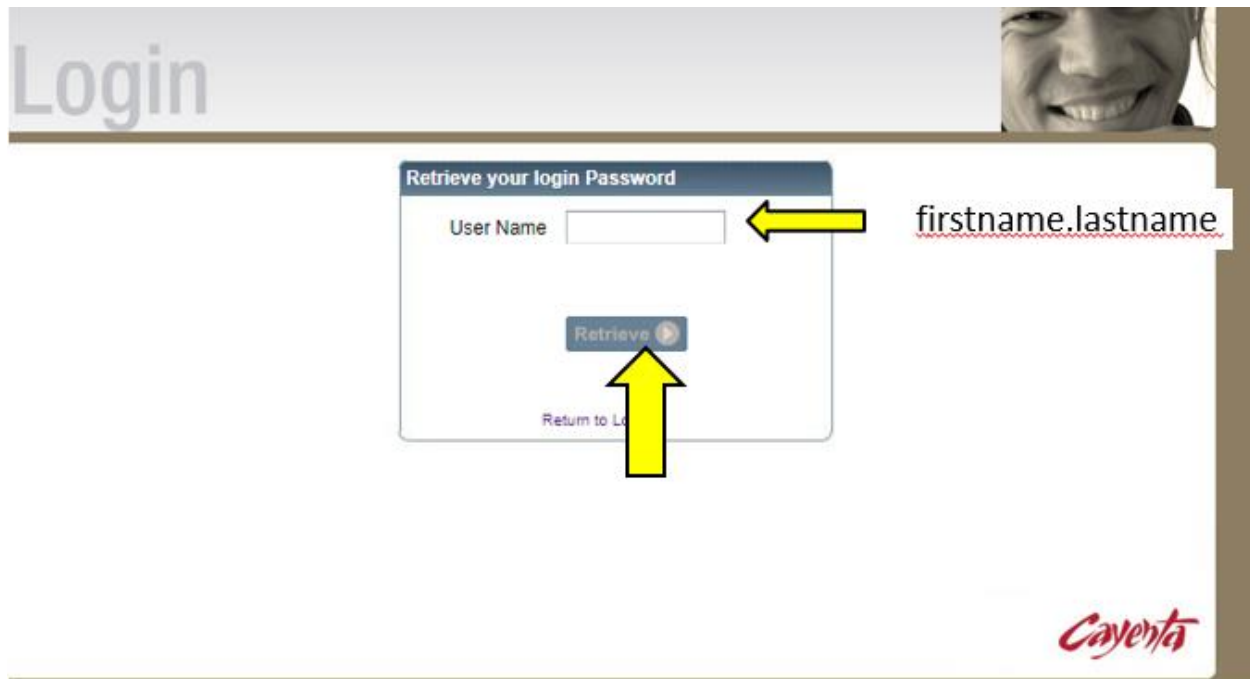
User Name: First Name.Last Name (ex. john.doe)

Password: 5 digit number

The screenshot shows the eServe login page for School District No. 6. The page has a header with the district logo and name. A large "Login" button is prominently displayed. Below it, a "Welcome to eServe" box contains fields for "User Name" and "Password", a "Login" button, and a "Forgot Your Password?" link. A disclaimer states: "This site is for authorized users only. Continuing beyond this point indicates that you believe yourself to be an authorized user." The bottom of the page includes "Supported Browsers" information and the "Caventa web (eServe) v17" logo.

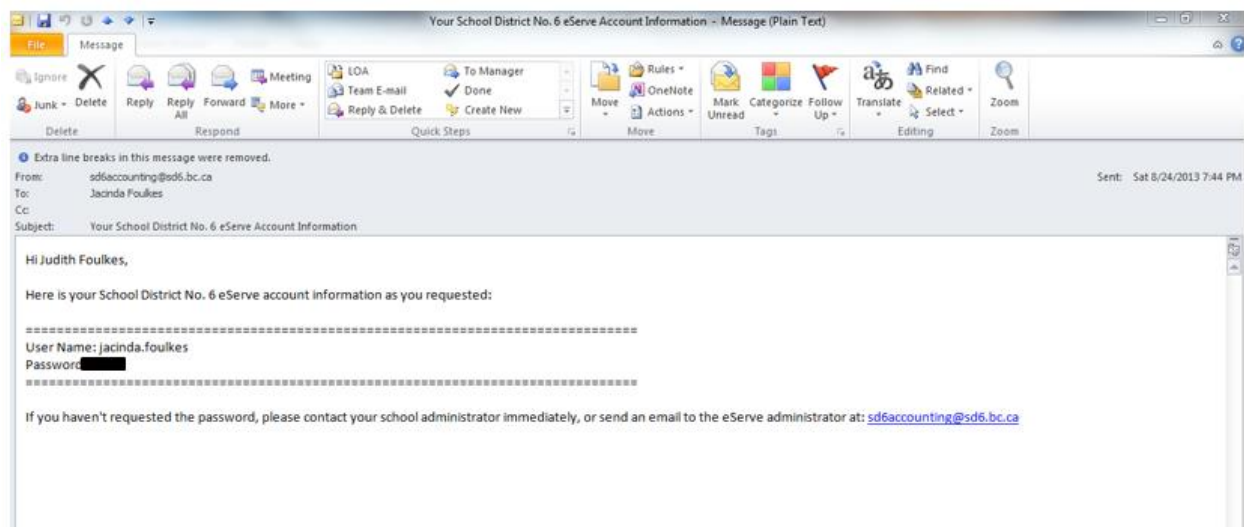
If you do not know your employee password click on [Forgot Your Password?](#)

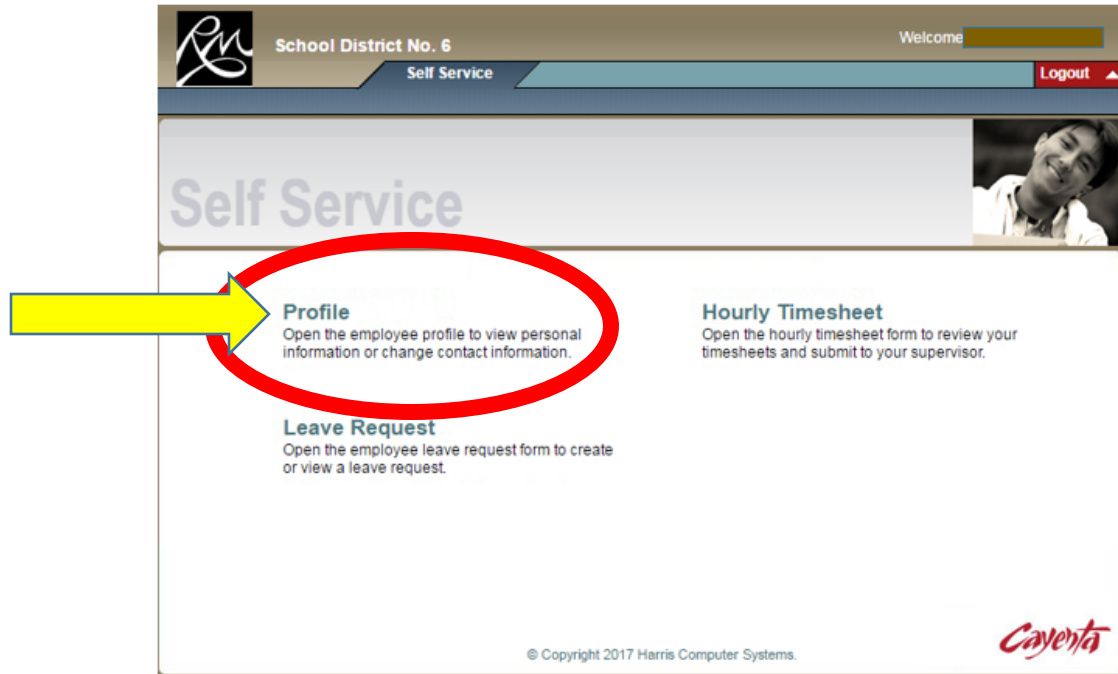
Type `firstname.lastname` (ex. john.doe) and click Retrieve



The screenshot shows the Cayenta login interface. At the top left is the word "Login" in a large, light blue font. To the right is a small photo of a smiling woman. Below the "Login" text is a white box titled "Retrieve your login Password". Inside this box is a "User Name" label followed by a text input field. A yellow arrow points from the text "firstname.lastname" to the input field. Below the input field is a blue "Retrieve" button with a right-pointing arrow. Another yellow arrow points from below to the "Retrieve" button. At the bottom left of the box is a link that says "Return to Login". In the bottom right corner of the page is the "Cayenta" logo in red script.

Login account information has been  
emailed to you 😊





## Personal Tab

Any information displayed in the white boxes can be changed by you at anytime.  
Once you click on the save button, your information will automatically be updated.

**Profile** Welcome [Name] Close

**Personal** Compensation

**Demographics**

Address: Box 4444, Invermere, BC, V0A 1K0

Phone: (250) 688-1111, Alternate Phone: (250) 9999-7777, Email: [Email]

Employee No.: 5454, Birth Date: Aug 28, 1987, Start Date: Mar 12, 2012, Marital: Common Law

**Emergency Contact**

Name	Phone	Alternate Phone	Relationship
Jane Doe	(250) 341-9999	(250) 427-8888	Spouse
John Doe	(250) 342-7777	( ) -	Father

**Bank**

Bank	Transit	Account	Distribution
Bank of Montreal	08280	30***67	100.00%

**Canada Revenue Agency TD1 (Federal and Provincial)**

Item	Amount	Item	Amount
Federal Tax Credit	11327.00	Dependants (ON & MB Only)	0
Provincial Tax Credit	9938.00	CPP Exempted	<input type="checkbox"/>
Authorized Deduction	0.00	EI Exempted	<input type="checkbox"/>
Prescribed Area Deduction	0.00	Tax Exempted	<input type="checkbox"/>
Other Federal Tax Credit	0.00	Status Indian	<input type="checkbox"/>
Other Provincial Tax Credit	0.00	Status Indian Exempt %	0.00

**Beneficiary**

Benefit	Name	Relationship	%Allocation
Basic Life	[Name]	CL Spouse	100.00
MSP	Couple Coverage	n/a	100.00
PBC- EHC & Dental	Couple Coverage	n/a	100.00
Pension	Contributing	n/a	100.00

Save Cancel