

How to find Job Postings in the Staff Portal

1. Open the BWDSB Staff Portal. There are 2 ways you can do this:
 - a. From your teacher laptop, click the “Staff Portal” icon on the desktop.
 - b. From a personal computer, go to www.bwdsb.on.ca, scroll to the bottom of the page, and click on “Staff Portal.” (You may need to log in with your current BWDSB login and password. Remember that this is in the format 4+3@bwdsb.on.ca, not firstname_lastname@bwdsb.on.ca.)
2. Near the top of the page, click “Internal Job Postings.”

How to find Job Postings in Sharepoint

3. Login to your O365 account via the web.
4. Click the Waffle, and click “Sharepoint.”
5. On the left side of the page, click “BWDSB Home Site.”
6. A new page will open. At the top of the page, click the arrow to the right of “Staff Resources.”
7. In the pull-down menu, click on “Job Postings.”
8. A new page will open. Each Job Posting is posted as a separate Word document.
9. The default listing is alphabetical, by name of the document. To see the most recent, click the arrow to the right of the word “Modified” and click on “Newer to older.”