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REGISTRATION PROCEDURE FOR



ADS

(Burnaby's Automated Dispatching System)

TEACHERS TEACHING ON CALL (TTOC) & CUPE STAFF

1. Call the **ADS PHONE NUMBER**

236-317-2650

2. Enter your **Employee Number**, followed by the # key.

You will receive an employee number after you submit onboarding. Please register for ADS after you receive your employee number.

3. When prompted for your PIN number, enter your **Employee Number**. Then press the # key.

4. **Your name has to be recorded.** Speak your name after the tone. Then press the # key. Then press 1 to accept it.

5. Press * then 1 to exit the ADS system.

WELCOME TO ADS!



**You are now ready to receive a dispatch.
Follow the instructions in the leaflet provided.**