

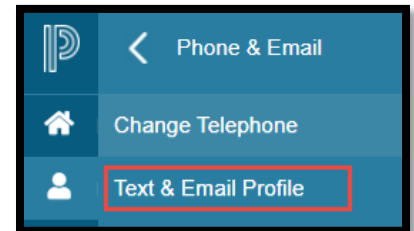
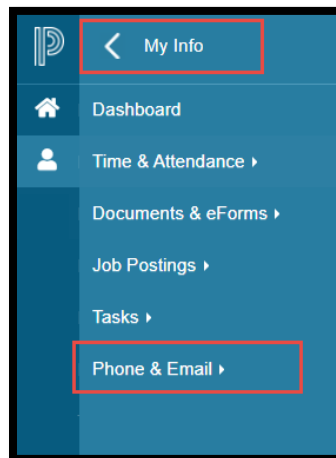
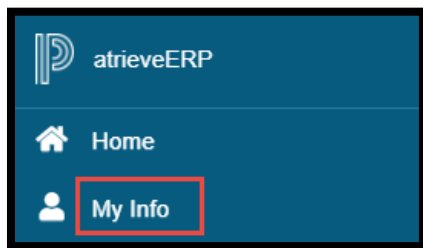
Workboard



Text and Email Profile Setup Burnaby School District

Workboard Text and Email Profile

The Workboard can send a text and/or email to notify you that you have been requested for a dispatch, but first, you must complete the Workboard Text and Email Profile.

Log into the web portal and navigate to the Workboard Text and Email Profile under the My Info menu item >> Phone & Email >> Text & Email Profile.



Text & Email Option Changes SERVICES HR SYSTEM  

Text

Text Message

Start Time (24 Hour Format HHMM)

End Time (24 Hour Format HHMM)

Cell Phone 1

Cell Phone 1 Provider

Cell Phone 2

Cell Phone 2 Provider

Email

Email Message

Start Time (24 Hour Format HHMM)

End Time (24 Hour Format HHMM)

Email Address 1

Email Address 2

Send to Work Email

Please Note:
Rogers and Fido Mobile do not support the use of text notifications. You will not be able to receive text notifications from Workboard if your cell phone provider is Rogers or Fido.

Text Message: Choose Yes or No. This can be useful if a cell phone has been set up, but the user does not want to receive text messages from the Work Board on a temporary basis.

Time Range: Enter the time range in 24 hour format to receive text messages from the Work Board.

Cell Phone No: Enter the cell phone number where text messages should be received. Do not enter () or -.

Cell Phone Provider: Select the cell phone provider for each cell phone number provided.

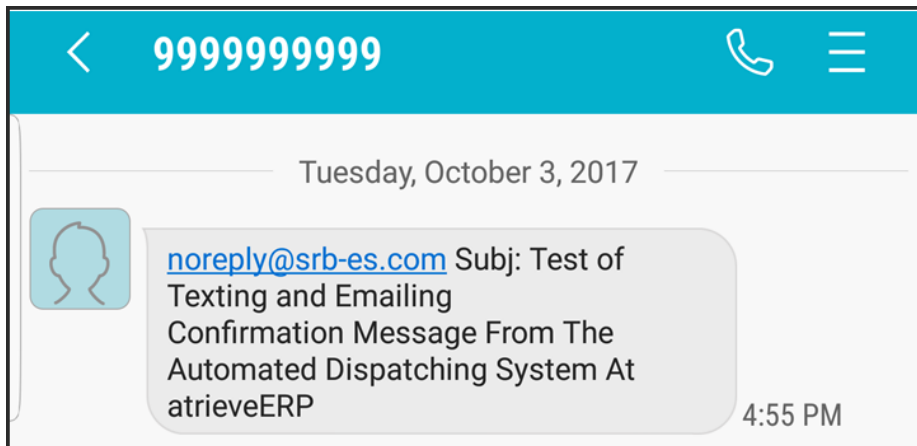
Email Message: Choose Yes or No. This can be useful if an email address has been set up, but the user does not want to receive email from the Work Board on a temporary basis.

Time Range: Enter the time range in 24 hour format to receive email from the Work Board.

Email Address: enter up to two separate email addresses. To email the address the district has on file, select Yes to **Send to Work Email**.

Once the profile is set up, click on **Submit and Send Test** to ensure a text and/or email message are received.

Sample Text Message



Sample Email Message

