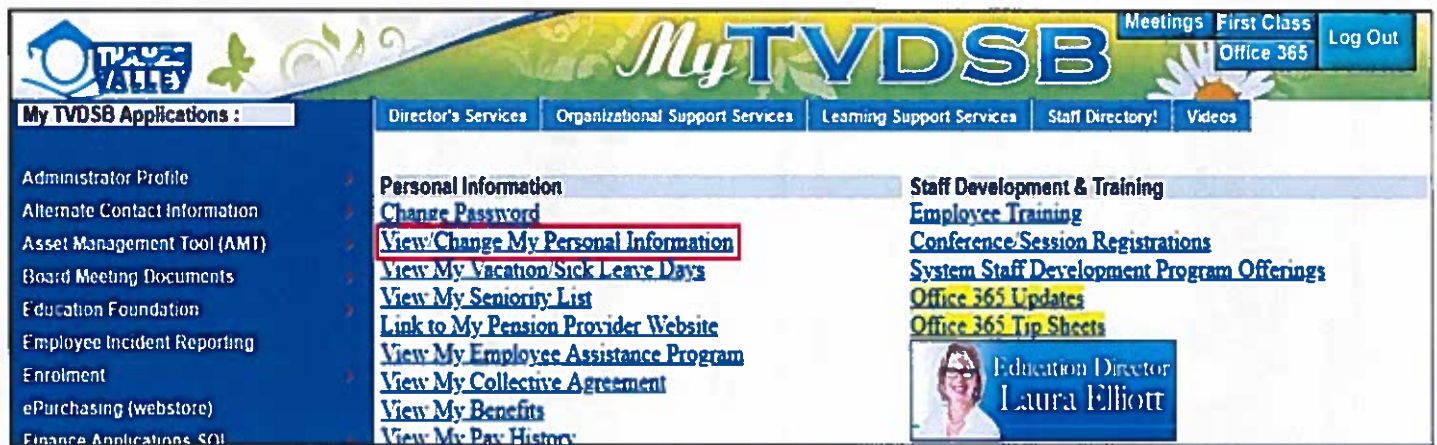




ORGANIZATIONAL SUPPORT SERVICES

All TVDSB employees are required to update their personal information in the Employee Portal **upon hire** and on a regular basis thereafter, as required.

In the Employee Portal, select “View/Change My Personal Information”.



A window will open which contains three components (see below):

- (1) **Employee Information:** Employee contact information which is currently on file in Human Resources. The employee's home address and phone number are listed. This should be updated by employees as their contact information changes.
- (2) **Alternate Phone Number Information:** Employees are asked to provide an alternate phone number at which they may be reached (e.g., mobile phone, cottage, etc.). School administrators are required to indicate this information in the event of an emergency during the summer months.
- (3) **Emergency Contacts:** In the case of a medical emergency, employees are asked to indicate the name and contact information of at least one person who may be contacted for support.

Supervisors are able to access the information shared by their direct reports via the Mobile App.

Thames Valley District School Board - Organizational Support Services

1250 Dundas Street, Box 5888, London, Ontario, Canada N6A 5L1 Tel. (519) 452-2000, Fax. (519) 452-2485

We build each student's tomorrow, every day.

Employee Information

Please review and submit any changes in the following employee information we have on file for you.

Employee Id	
Location	
First Name	Melicia
Surname	Moyghan Please do not use brackets in this field. Your last name should be your current legal name.
First Name Known As	Click here before making change
Address	
Address 2 (A2, or PO Box)	
City	
Postal Code	
Province	ON - Ontario
Area Code	
Phone Number	
Submit Changes Reset	

Alternate Phone Number Information

Please include alternate phone number(s) in the area below that can be used to contact you. When entering phone numbers just use enter the numbers. The formatting of the number is defined inside the form.

It is important that Alternate Contact Information be kept up to date. If everything is still correct, please validate all alternate contact information.

[Validate All](#)

Type	Value	Date Added	Date Validated	
Edit mobile phone		5/31/2017 10:06:19 PM	1/22/2018 8:51:48 PM	Delete
Please Select Type of Alternate Contact Method from the list ▼ Add New Number				

Emergency Contacts

In the case of an emergency, please include at least one contact who may be contacted. When entering phone numbers, only digits are to be included. Staff are encouraged to update this information throughout the year, as appropriate.

Relationship	Last Name	First Name	Home Phone	Cell Phone	Work Phone	Priority	
Edit Spouse						1 ▼	Delete Add Contact

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