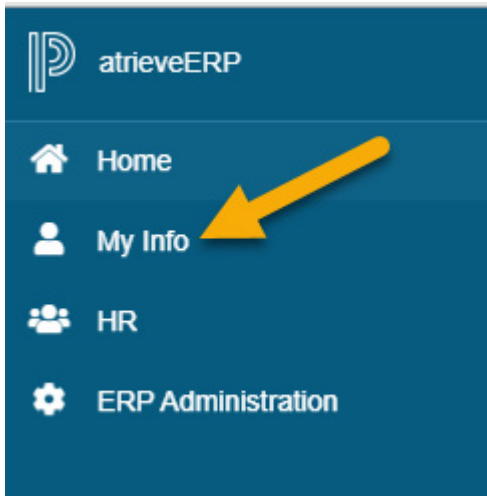


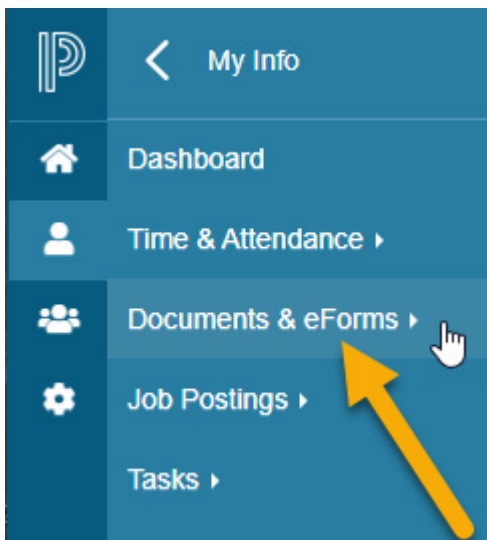
CHANGING DEMOGRAPHICS



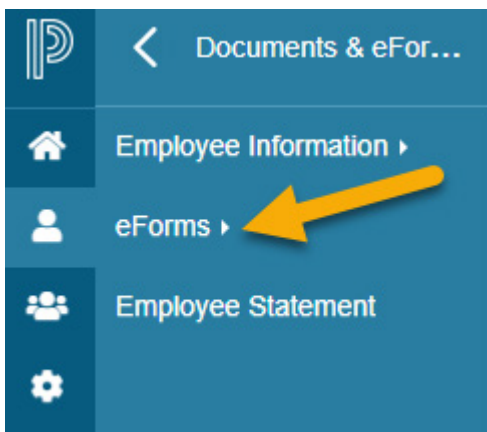
It is the district standard that employees manage their own personal information.

To make changes to your address, emergency contacts, direct deposit information or special requests, log in to your Atrieve account.

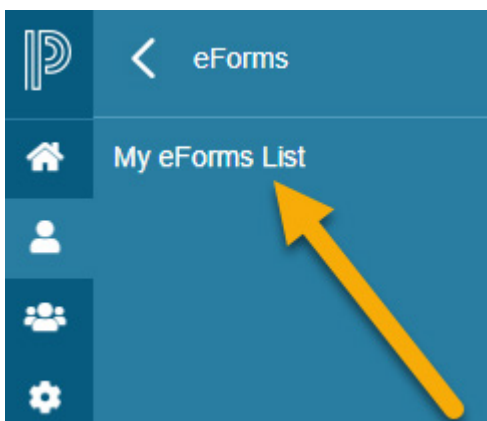
- Choose My Info
- Documents & eForms
- eForms
- My eForms List
- Select appropriate hyperlink - in this example, we will select Address Update
- Enter your new address and select Submit
- When prompted, choose yes to submit the form



My Forms



Form Selection	Expand Collapse
My Forms	
Employee Forms	
Address Update	
Emergency Contact Update	
Name Change	
Notice of Resignation	
Notice of Retirement	
Payroll - Direct Deposit Update	
Payroll - TD1 Change	
Request for Employment Verification	
Special Leave (6 Months+)	
Summer Supplemental Request	



Address Update Entry

Enter the Address Update information and press the submit button.

ADDRESS UPDATE

Address

Address 1: 385 Wakesiah Avenue

Address 2:

City: NANAIMO

Province:

Postal Code: V9R 3K6

Country: Canada

Submit

