



## Dufferin-Peel Catholic District School Board

### How To Set Up On WebTRACS

Dufferin – Peel Catholic District School Board uses an automated system called WebTRACS for reporting absences. If you have never registered with WebTRACS, you must register in order to report all of your absences, regardless of whether or not a supply is required. If you have registered with WebTRACS previous to this assignment, there is no need to re-register.

To be able to access the WebTRACS system, you must register by **telephone**, using a touch-tone key pad, at **905-366-5640**. Please register with WebTRACS one day prior to the start of your assignment.

You will need your five (5) digit Employee Identification Number.

- Dial the WebTRACS phone number (905-366-5640)
  - Enter your Employee ID# when you are prompted to enter your Access ID
  - Enter the star (\*) key
  - Again, enter your Employee ID# when prompted to enter you PIN (Personal Identification Number)
  - Enter the star (\*) key
1. Record your name, press the star (\*) key when done. **Press 1** to accept the recording, **Press 2** to re-enter the recording of your name.
  2. Review your profile.
  3. Create and enter a new PIN, at least six (6) digits in length, followed by the star (\*) key.
  4. **Press 1** to hear your PIN, **Press 8** to re-enter the number, or **Press 9** to exit and hang up.

Once you have registered via the phone, you are able to access your profile at <https://TRACS.dpcdsb.org>. After signing in, you will be able to review you Employee User Guide, Employee Profile and your Quick Reference Sheet.

If you have any questions, please contact **Human Resources at (905) 890-0708, extensions 24166 or 24455**.