This document will show you how to view your profile, retrieve a job number, cancel an assignment and/or make yourself unavailable.

From a School Site: Click on the Absence Dispatch Web (ADW) Icon which is on every computer desktop in our District.

From Your Home Computer: Using the internet type in the address line the address - https://adw.lethsd.ab.ca

Enter your user name and your password just as you would when using your computer at work (your username will be the same as your district email: firstname . lastname @ lethsd . ab . ca without spaces).

When you click on My Info, then Individual Info, your individual information will appear.

If your address is incorrect click on Contact Us and a box will appear to email the HR Department. HR will make the changes to the system and this information will be updated on your profile that is shared between Human Resources and Payroll.

If you have held previous assignments these will be listed here.
To **make yourself unavailable** click on My Absences, then Unavailability.

You may make yourself unavailable for any length of time.

From this screen follow the step-by-step instructions.

- Choose a reason, from the drop down screen.
- Choose a date range. When you click on the date a calendar will appear.
- Click on the days that you will **NOT** be available to work.
- Click Next.
This gives you a summary of what you have chosen. You may go back in and modify this schedule as many times as you wish by following the instructions above.
TO VIEW A DISPATCH:

**First Step:**
Click on My Absences (a drop-down will appear)

**Second Step:**
To view a job for which you are the confirmed replacement/substitute, click here.

You may print off a summary receipt of your Unavailability if you wish to do so.
This is where your dispatches are located.

For more details on this job, click the ID Number.
You may change the phone number that the system uses to contact you and/or put in an additional phone number. Please include the area code. Our system **WILL NOT** call long distance. Also, if there are two substitutes living in the same residence, each substitute will have to have their own phone number.

If you need directions to the job location, you may click here. There are maps available.

If you need to cancel a job, click here. **You cannot cancel a job if it is less than 90 minutes prior to the start time of the assignment.**
When using the web (ADW), your username and password will always remain the same. 

You will only use your LADS PIN number to access the telephone system. If you wish to change your PIN number, for security reasons, click on Change LADS PIN.

If you choose to change your pin number to something that you may remember, this is where you will make that change. Notice it does not ask you for your previous one, just a new number. Click on Submit Change.
If you need assistance using either the telephone or web system, you may contact Stacey Wichers at 403-380-5297, or Shauna Beattie at 403-380-7391, during office hours.