

## Log in to Your Accounts

- Go to [www.cltoronto.ca](http://www.cltoronto.ca) and click on the link Staff
- You have the choice of going to check your email, check your Personal Schedule, check the Daily or Monthly Postings or look at the Documents
- To check your email or Personal Schedule click on either the non-corporate computer link or the corporate laptop link
- For Daily Postings or Monthly Posting click on the Link under Centralized Scheduling
- For Announcements, Documents click on the links

WHERE CHOICES CHANGE THE LIVES OF PEOPLE WITH AN INTELLECTUAL DISABILITY

**Community Living Toronto**

News

- ▶ About Us
- ▶ Supports and Services
- ▶ Resources
- ▶ Get Involved
- ▶ Hubs
- ▶ Donate
- ▶ Careers
- ▶ Staff**
- ▶ Contact Us

End the use of "the R word"

**Staff** [www.cltoronto.ca](http://www.cltoronto.ca)

**Network Access From Home**

If you are wanting to check your email or check your schedule please click the following:

From a non-corporate computer, [click here](#). **For Personal computers use this link**

From a corporate laptop, [click here](#). **For CLT computers use this link**

Please be aware you will need your CLToronto Network Username and Password to connect

**Internal Response to Job Postings**

All internal response to postings are located on Sharepoint. To access Sharepoint click [here](#) (ssl connection) and click the link to postings on the home page.

**Centralized Scheduling**

[POSTED SHIFTS](#) **Daily & Monthly Posted Shifts**

The Monthly Posting will be posted on the 1st day of each month.

Please call (647) 729-3942 then select option 2 in order to leave your considerations for shifts. Please note that there is now only 1 mailbox per region.

**Central Scheduling Documents**

*Please ensure you read them!*

- [Your Guide to Hours](#) – Updated March 2012
- [Schedule Information for Relief](#) – Updated March 2012 **Relief information**
- [Central Scheduling Quick Info](#) – Updated March 2012

[Share](#) | [f](#) | [t](#) | [+](#)

**Search**

Enter keywords  [GO](#)

**Social Media News**

Rick shut out in the world's first grade 4/5 students at @TDSB's Williamson Road Public School! ... [http://t.co/vhtZ7Q5Q](#) 3 days ago

We're offering so many great summer programs at Community Junction! Check it out: [http://t.co/vhtZ7Q5Q](#) 3 days ago

We're marching at @PrideToronto this year! Come join us, will you? [http://t.co/yJfcuizB](#) 3 days ago

Community life is fulfilling! [http://t.co/OKLnouPd](#) 5 days ago

Congrats to our Patron! "@YorkUPresOffice: Michael Enright, #cbc broadcaster, to receive an honorary degree at #yorku this morning." [1 week ago](#)



## To go to Scheduling or Email

- When you click the link to check your email or go on to check your schedule either from a personal computer or a CLT computer it will bring you to this link
- Put in your user name and password – this password expires and you may be prompted to change it

Community Living Toronto  
Where choices change the lives of people with an intellectual disability.

Put in your username. This will be either firstname.lastname or first initial.lastname and your password

Welcome to the  
**Secure Access SSL VPN**

Username  Please sign in to begin your secure session.  
Password

If you can not log in call the IT help desk at 416-644-4634. This login is to get you to your email and Scheduling login

**Centralized Scheduling does not control this link's password. If you have trouble logging in here you must call the IT help desk at 416-644-4634.**

Once you have logged in you will see this screen: You can check your CLT email or go to Centralized Scheduling

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Welcome to the Secure Access SSL VPN, tacl\jwitter.

**Web Bookmarks**

- Outlook2007  
Exchange Webmail
- CLT\_Scheduling\_System  
Start Scheduling System
- CLT Helpdesk  
Create Helpdesk Tickets
- CLT Java Remote Desktop Services 13" LCD or netbook  
Windows Desktop for accessing CLT Applications such as Sharepoint, Office Suite, Adobe Reader. \*\*Java JRE is required. If you do not have it, please go to www.java.com
- CLT Java Remote Desktop Services 19" LCD or Larger  
Windows Desktop for accessing CLT Applications such as Sharepoint, Office Suite, Adobe Reader. \*\*Java JRE is required. If you do not have it, please go to www.java.com
- CLT Java Remote Desktop Services OLD CRT Monitor  
Windows Desktop for accessing CLT Applications such as Sharepoint, Office Suite, Adobe Reader. \*\*Java JRE is required. If you do not have it, please go to www.java.com

**Terminal Sessions**

Launch Remote Desktop Session to Hostname or IP (eg: test.device.net or 192.168.2.3)

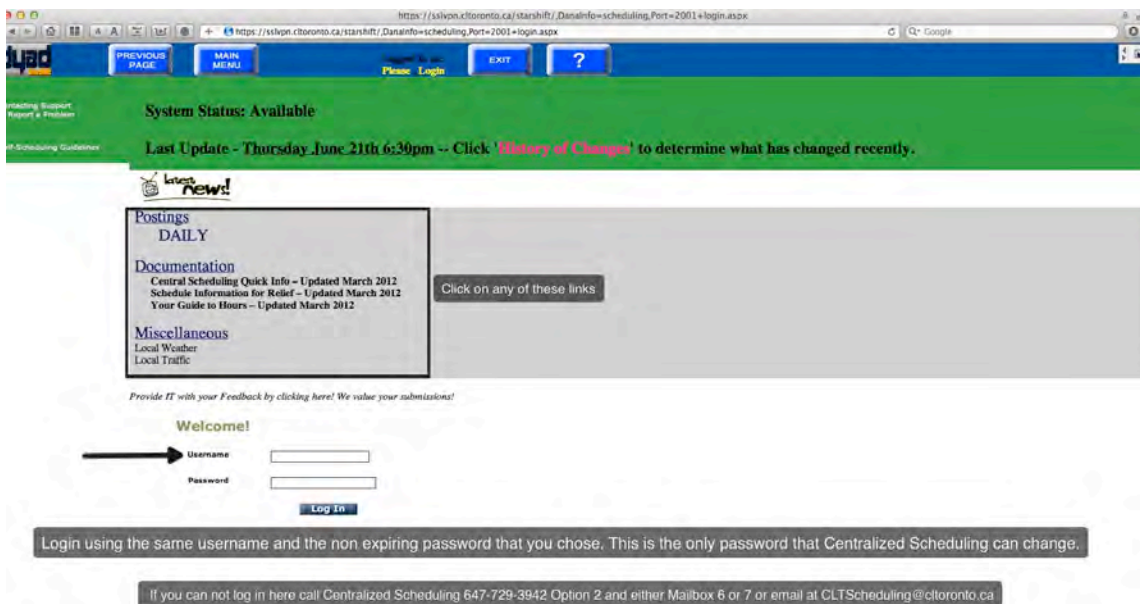
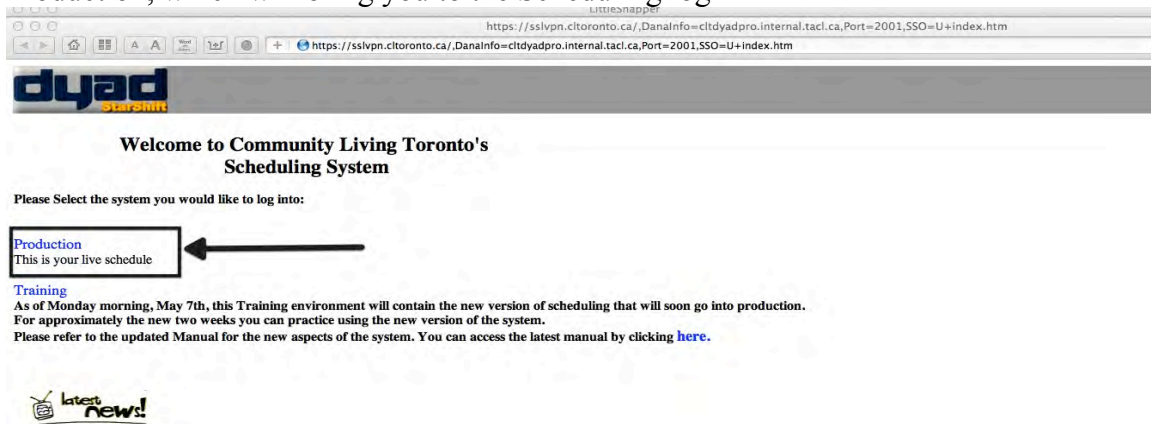
**Desktop Services**

Windows Desktop for accessing CLT Applications such as Sharepoint, Office Suite, Adobe Reader. \*\* Recommended Solution if you have admin rights on your computer. Please accept all prompts for installing Juniper Add-ons.

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## Centralized Scheduling

When you go to Centralized Scheduling you will see a screen like this and click on Production, which will bring you to the Scheduling log in



Log in using your user name.

If it is your first time logging into scheduling your password is changeme or ChangeMe this must be changed to a password of your own choosing – this password does not expire and Centralized Scheduling can reset it if you cannot remember it. Email or call Centralized Scheduling.

## After Logging In

Main Page – click on either link

## Personal Employee Schedule

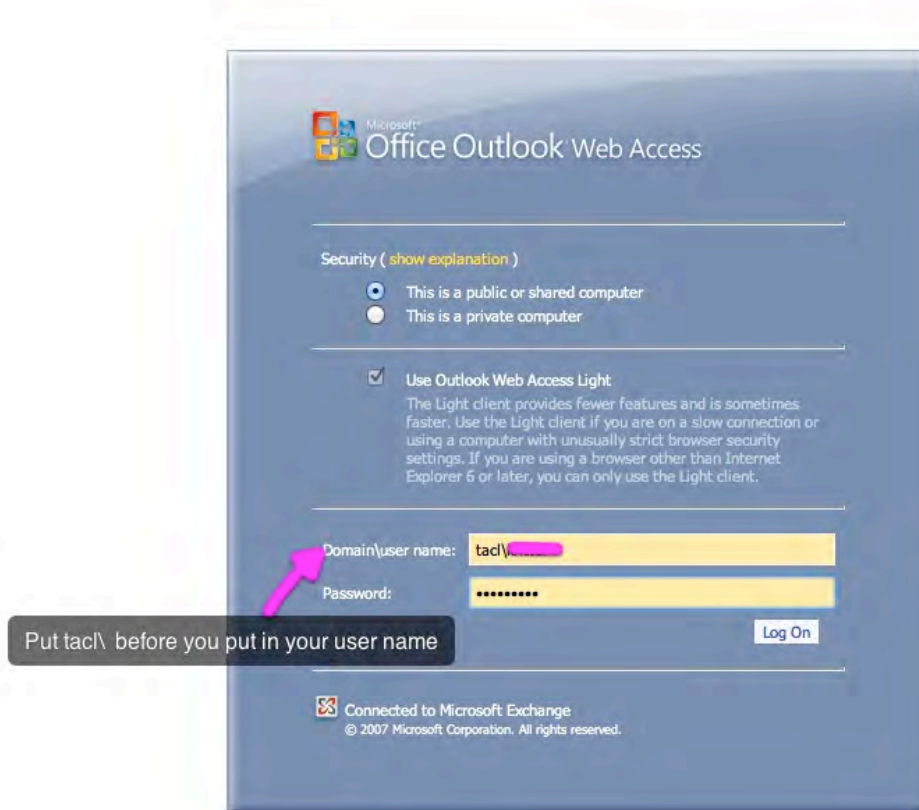
Here you will see your current schedule. You will see your shifts. You will see if you have been assigned shifts, confirmed, not. You can change the month by clicking on the desired month.

## Checking Your Email

- When you choose the link Outlook 2007 to look at your email you will be brought to a page with a warning. Click the Continue button.



- You will be brought to the sign in for your email
- You will put in tacl\ then your user name
- You will put in your **CLT password** and click the Log On button



- You will then see your email

