

Registration Procedure For ADS



1. Call the **ADS Phone Number**,
250-475-4222
2. Enter your **Employee Number**, followed by the # key
3. **Re-enter** your **Employee Number** when prompted for your PIN number. Then press the # key. (Your Employee Number IS your PIN until you register)
4. **Your name has to be recorded.** Speak your name after the tone, followed by the # key. Then press 1 to accept it.
5. Press 5 on the main menu, then 1
6. Enter your new PIN number, followed by the # key. Then press 1 to accept it. **The PIN number must be a minimum of 4 digits. Write this number down. It will be your permanent PIN number.**
7. Press * , wait for the prompt, then 1 to exit the ADS system

Welcome to ADS!



You are now ready to log an absence.

PROBLEMS REGISTERING? PHONE THE EMERGENCY LINE 250-475-4126