

To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: September 29, 2020
Regarding: **Updating Personal Profile on ETFO Local's Website**

URGENT ACTION REQUIRED!

To all ETFO Thames Valley Teacher Local Members please review/update your personal profile for the 2020- 2021 school year on the Local's website.

It is vital that this is done **before Friday, October 16, 2020** under ETFO Secured Services section (www.etfothamesvalley.com). Please note that personal emails are required. Please **DO NOT** use TVDSB emails.

The personal profile section includes the working conditions information the Local is required to collect every year.

- To update email click on "edit" tab (scroll to bottom of screen and click on "save")
- To complete/update General Profile/Working Conditions click on "General Profile" tab (scroll to bottom of screen and click on "save")

New to Personal Profile
**IMPORTANT - Please complete the new section on your
General Profile "Assignment Effective April 15, 2020."
This is located just before entering your home school.**

Members are also required to update their ETFO Provincial personal profiles at www.etfo.ca. Your immediate attention to this matter is greatly appreciated.

If you have questions or require more information regarding the above, please contact the ETFO Thames Valley Teacher Local office at 519-474-3150 or email Jennifer Johns (jjohns@etfothamesvalley.com).

c. Released Executive, ETFO Thames Valley Teacher Local