

To: ETFO Thames Valley Teacher Local Members
From: Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: September 7, 2023
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 2023 - 2024 school year on the Local's website.

It is vital that this is done **before Friday, September 22, 2023** 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")

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

For more information regarding this *Communiqué* please contact the Local office by phone at 519-474-3150, or by email at etfotvtl@etfothamesvalley.com

c. Released Executive, ETFO Thames Valley Teacher Local