



## **HR COMMUNICATES: EMERGENCY RESPONSE PLANNING**

(5/1/09)

### **What should I do in advance to prepare for a district-wide emergency?**

- Update your personal information on myView, so that you will receive ConnectEd voice communications. Also, update your emergency information on myView, so that the district will know whom to contact in case you need medical attention. (See below.)*
- Download and install FirstClass on your home computer, so that you have access to district e-mail. (See below.)*
- Make sure your school has your current phone number, so you can be contacted via a phone tree, as well as other pertinent information.*
- Bookmark the district website for important updates:  
<http://www.bloomington.k12.mn.us> Check it often in an emergency.*

### **I haven't accessed myView for a while. How do I get there?**

Go to: [http://d0271n03.ties.k12.mn.us/myView/apps/ess\\_login.asp](http://d0271n03.ties.k12.mn.us/myView/apps/ess_login.asp)

District #: 0271

User name: first part of your e-mail address (e.g. bpappas)

Password: user-defined (If you need help, contact Payroll.)

Click on [Address & Contract Info]

**NEW:** You can now change your personal information. Be sure to add or update your emergency contact information, home phone, cell phone, and e-mail address (personal) on the home address screen.

First time users, follow the directions on the Business Services page:

[http://www.bloomington.k12.mn.us/departments/business\\_services/myView.html](http://www.bloomington.k12.mn.us/departments/business_services/myView.html)

### **I don't have FirstClass at home. How do I get it?**

Go to <http://fcweb.bloomington.k12.mn.us> and click [Download] to install the FirstClass client (preferred method). At the same link, you can click [Login] to access FirstClass through your Internet browser, though this method is slower.

Periodically, the Office of Human Resources provides tips regarding insurance, HSAs, 403(b)s, and other important topics. This information is also posted at our HR website: [www.bloomington.k12.mn.us/hr](http://www.bloomington.k12.mn.us/hr)