

Dear Henry County Staff Members,

We are excited that Kelly Educational Staffing has been chosen to provide substitute teachers for the Henry County Schools. As part of this program, we will be implementing the Kelly Automated Scheduling System (KASS), which allows you to log absences via the Internet or phone—24 hours a day, seven days a week.

As a reminder, Kelly employees working in a classroom will be leaving an evaluation form on your desk at the end of their work day. Please fill out the evaluation form and fax it to 334-792-1637 at the local Kelly office. The fax number is listed on the evaluation form. (Or, you can also e-mail the completed form using the branch e-mail address listed.)

Follow the steps outlined below to access our KASS training at a time that is convenient for you (run time is approximately 10 minutes).

Note: This training will not work using a dial-up connection.

1. **First-time Live Meeting users:** If necessary, [install Live Meeting](http://go.microsoft.com/fwlink/?LinkId=90703) on your PC (<http://go.microsoft.com/fwlink/?LinkId=90703>).
2. Log in to the [Live Meeting session](https://www.livemeeting.com/cc/kelly/view) (<https://www.livemeeting.com/cc/kelly/view>) by typing your **first and last name** in the Your Name field.
3. Enter **KASS Teacher Training2** in the Recording ID field.

Note: Leave the Recording Key field blank.

4. Next, click the **View Recording** button. At this time, close other open programs to reduce slowness and unexpected pauses while viewing the training. (If pauses do occur, please be patient; they are normally brief.)
5. From the View Download Format table, click the icon next to **Microsoft Office Live Meeting High-Fidelity Presentation**.

Note: If the Pop-up Blocker is enabled on your PC (i.e., it does not allow you to view the training), from the Tools menu on your Web browser, select Pop-up Blocker and then click on Turn Off Pop-up Blocker to disable it.

6. Go back to review all or part of this training at any time.

Resources

For your reference—and as discussed further in the training—access the Employee Guide at http://www.kellyeducationalstaffing.us/web/us/kesnew/en/pages/kass_guides.html.

(Click on **Full-Time Employee Guide** to access the guide.) For your convenience, the KASS Employee (Teacher) Guide is now available on your school Web site.

If you have any issues accessing this training link, please contact your local Kelly office. Your local Kelly Educational Staffing contact is: Jackie Gay, Senior Staffing Supervisor, 1063@kellyservices.com or jackie_gay@kellyservices.com, (800) 676-0047 or (334) 671-0047.

Thank you,

The Kelly Educational Staffing Implementation Team