

# How to Use Substitute Online





**LOG IN**

User Name

Password

Select District



Substitute Online uses "Pure Web Architecture" to immediately fill open positions 24/7 with district approved substitutes, via the internet.

- Substitutes view all open jobs in real time.
- Teachers enter an absence in as few as 3 clicks.
- Immediate notification to qualified substitutes.
- Flexible payroll interface for detail accounting.

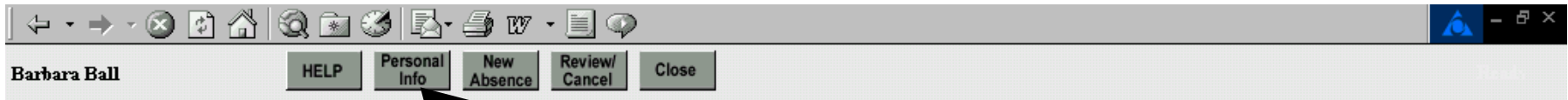
### \*Logon Page:

Enter your User Name (*last name*)

Enter your Password (*email ?ja `Uh\_Y`jg4 V`Uj`bYgX'cf[ for your password*).

Choose District from the 'pick list' (*scroll towards the bottom to find WA 6`Uj`bY*).

Click on Logon.



**\*Click on Personal Info to add your favorite subs**



Barbara Ball

HELP Personal Info New Absence Review/Cancel Close

Ready

### Personal Info for Employees

Last Name:  Site:

First Name:  Bell Sched Day: See Dist Schedule

Phone:  Bell Sched AM: See Dist Schedule

E-mail:  Bell Sched PM: See Dist Schedule

Display to Subs?  (Phone Number / Email) Subject/Job:

(Note: You may also enter your daily/weekly schedule especially if different than the Site Bell Schedule.)

**\*Fill in your subject and info that you want subs to see**

Before you report a "New Absence", we need accurate information about your Subject/Job description and schedule. We also need to verify where you work. To request, reject or see a list of current substitutes, click the "View Req/Rej Subs" button. Please update your information now. When everything is correct on the screen, you must click the "UPDATE PERSONAL INFO" button and then wait for confirmation that your changes have been accepted by the system.

**\*Lower left hand corner click to view req/rej subs**

View Req/Rej Subs

UPDATE PERSONAL INFO

Cancel Changes



Barbara Ball

HELP Personal Info New Absence Review/Cancel Close

Ready

### Personal Info for Employees

Last Name:  Site:

First Name:  Bell Sched Day: See Dist Schedule

Phone:  Bell Sched AM: See Dist Schedule

E-mail:  Bell Sched PM: See Dist Schedule

Display to Subs?  (Phone Number / Email) Subject/Job:

(Note: You may also enter your daily/weekly schedule especially if different than the Site Bell Schedule.)

**\*Click ALL and scroll through sub names and click on the ones you want - Right side - click on the ones you don't want and then click on Update Personal Info**

#### Available Subs

ALL ABC DEF GHI JKL MNO PQRS TUVW XYZ %Loaded 100 % of 116 Update

Req	Name	Phone	Preferences	Rej
<input type="checkbox"/>	Acocello, Jill	(714) 840-2394	K-5	<input type="checkbox"/>
<input type="checkbox"/>	Adamson, Marcia**	(714) 962-5640	RSP, K-5	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Artin, Dianne	(949) 582-5609	RSP, K-5	<input type="checkbox"/>
<input type="checkbox"/>	Atkinson, Jeff**	(949) 495-6505	K-5	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Bamey, Jason</a>	(949) 645-0910	K-5	<input type="checkbox"/>
<input type="checkbox"/>	Blackinton, Arthur(Kirk)**	(714) 206-6435	MUSIC, K-5, 6-8	<input type="checkbox"/>
<input type="checkbox"/>	Blankenship, Marilyn(Lyn)**	(714) 549-9784	PH, SDC, MUSIC, RSP, K-5, 6-8	<input type="checkbox"/>
<input type="checkbox"/>	Blessing, Arthur	(714) 848-4564	SDC, ELAC, RSP, 6-8	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Boeke, Andrea**	(714) 378-9498	K-5	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Brangham, Allison**	(714) 366-6049	PH, SDC, RSP, K-5, SH	<input type="checkbox"/>
<input type="checkbox"/>	Buhler, Kelie**	(714) 841-5829	PH, SDC, ELAC, MUSIC, RSP, K-5, 6-8	<input type="checkbox"/>
<input type="checkbox"/>	Burnett, Virginia	(949) 786-1406	SDC, RSP, K-5, 6-8	<input type="checkbox"/>

View Req/Rej Subs

UPDATE PERSONAL INFO

Cancel Changes

Barbara Ball

HELP Personal Info New Absence Review/Cancel Close

Ready

### Personal Info for Employees

**Last Name:**  **Site:**

**First Name:**  **Bell Sched Day:** See Dist Schedule

**Phone:**  **Bell Sched AM:** See Dist Schedule

**E-mail:**  **Bell Sched PM:** See Dist Schedule

**Display to Subs?**  (Phone Number / Email) **Subject/Job:**

(Note: You may also enter your daily/weekly schedule especially if different than the Site Bell Schedule.)

Available Subs

ALL  ABC  DEF  GHI  JKL  MNO  PQRS  TUVW  XYZ **%Loaded** 100 % of 116

Req	Name	Phone	Preferences	Rej
<input type="checkbox"/>	Acocello, Jill	(714) 840-2394	K-5	<input type="checkbox"/>
<input type="checkbox"/>	Adamson, Marcia**	(714) 962-5640	RSP, K-5	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Artin, Dianne	(949) 582-5609	RSP, K-5	<input type="checkbox"/>
<input type="checkbox"/>	Atkinson, Jeff**	(949) 495-6505	K-5	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<a href="#">Bamey, Jason</a>	(949) 645-0910	K-5	<input type="checkbox"/>
<input type="checkbox"/>	Blackinton, Arthur(Kirk)**	(714) 206-6435	MUSIC, K-5, 6-8	<input type="checkbox"/>
<input type="checkbox"/>	Blankenship, Marilyn(Lyn)**	(714) 549-9784	PH, SDC, MUSIC, RSP, K-5, 6-8	<input type="checkbox"/>
<input type="checkbox"/>	Blessing, Arthur	(714) 848-4564	SDC, ELAC, RSP, 6-8	<input checked="" type="checkbox"/>
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<input type="checkbox"/>	Burnett, Virginia	(949) 786-1406	SDC, RSP, K-5, 6-8	<input type="checkbox"/>

# Quick and Easy!

## New Absence

- ✓ Logon
- ✓ Submit



### New Absence

Last Name: Ball  
 First Name: Barbara  
 Subject/Job: 1ST Period MATH, 2nd and 3rd Period SCIENCE, 4th and 6th Period BASIC MATH, 5th period PREP  
 Site: Plavan  
 Req Sub/s: Req/Pre-arranged Sub  
 Start Date:  Start Today?  Start Tomorrow?  Start Other?

Job Number: New  
 Bell Sched Day: See Dist Schedule  
 Bell Sched AM: See Dist Schedule  
 Bell Sched PM: See Dist Schedule  
 Rejected Sub/s: View Rejected Subs  
 Sub Needed?  Yes  No

#### Edit Bar for Each Day of Absence

Date	Day	Shift	Reason / Charge To	Auth Code	Description
01/02/2002	Wed	ALL	Sick / Employee	DO NOT ENTER	DO NOT ENTER
MM/DD/YYYY Note: Edit Bar sets the Details of each day of absence. Next, click ADD DAY(S) button at bottom of screen.					

**NOTE:** Press TAB key to navigate EDIT BAR items.  
 Click [ADD DAY\(S\) button](#) for each additional day of absence.  
 Click [SUBMIT ABSENCE](#) button when done entering each day of absence.  
 Click Req/Pre-Arrange Sub to view your list of Requested subs. If you have pre-arranged a sub for this assignment, click on the Requested Sub's name and follow the directions.

**For new absence change the Date Box, choose ALL, AM, or PM, and the reason. If it's for more than one day click "add days", then comments for the sub and submit absence.**



Barbara Ball

HELP

Personal Info

New Absence

Review/Cancel

Close

Ready

### New Absence

Last Name: Ball  
 First Name: Barbara  
 Subject/Job: 1ST Period MATH, 2nd and 3rd Period SCIENCE, 4th and 6th Period BASIC MATH, 5th period PREP  
 Site: Plavan  
 Req Sub/s:   
 Start Date:  Start Today?  Start Tomorrow?  Start Other?

Job Number: New  
 Bell Sched Day: See Dist Schedule  
 Bell Sched AM: See Dist Schedule  
 Bell Sched PM: See Dist Schedule  
 Rejected Sub/s:   
 Sub Needed?  Yes  No

### Edit Bar for Each Day of Absence

Date	Day	Shift	Reason / Charge To	Auth Code	Description
<input type="text" value="01/04/2002"/>	<input type="text" value="Fri"/>	<input type="text" value="ALL"/>	<input type="text" value="Sick / Employee"/>	<input type="text" value="DO NOT ENTER"/>	<input type="text" value="DO NOT ENTER"/>
<small>MMDD/YYYY</small>	<small>Note: Edit Bar sets the Details of each day of absence. Next, click ADD DAY(S) button at bottom of screen.</small>				

### Actual Days of Absence

Cancel	Day	Date	Shift	Reason / Charge To	Auth Code	Description
<input type="checkbox"/>	Wed	01/02/2002	ALL	Sick / Employee	None	None
<input type="checkbox"/>	Thur	01/03/2002	ALL	Sick / Employee	None	None

**The correct days that you have input will show up here and you can click on add days as many times as you need or cancel if you have chosen too many...**

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ADD DAY(S)

Comments/  
Lesson Plan

SUBMIT  
ABSENCE

Cancel

### New Absence

Last Name: Ball  
First Name: Barbara  
Subject/Job: 1ST Period MATH, 2nd and 3rd  
Site: Plavan  
Req Sub/s: Req/Pre-arranged Sub  
Start Date:  Start Today?  Start Tomorrow

**Very Important-only choose the sub's name here if they have already agreed to the job otherwise DO NOT use this box. If you have already chosen your favorite subs (under Personal Info) they will automatically get notified of the job and it will be held for them UP UNTIL the night before the absence.**

Date	Day	Shift
01/02/2002	Wed	ALL
MM/DD/YYYY	Note: Edit Bar sets the Details	

**NOTE:** Press TAB key to navigate EDIT BAR items.  
Click [ADD DAY\(S\)](#) button for each additional day of absence.  
Click [SUBMIT ABSENCE](#) button when done entering each day of absence.  
Click Req/Pre-Arrange Sub to view your list of Requested subs. If you have pre-arranged a sub for this assignment, click on the Requested Sub's name and follow the directions.

### New Absence

Last Name: Ball  
First Name: Barbara  
Subject/Job: 1ST Period MATH, 2nd and 3rd Period SCIENCE, 4th and 6th Period BASIC MATH, 5th period PREP  
Site: Plavan

Job Number: New  
Bell Sched Day: See Dist Schedule  
Bell Sched AM: See Dist Schedule  
Bell Sched PM: See Dist Schedule  
Rejected Sub/s: View Rejected Subs  
Sub Needed?  Yes  No

Req Sub/s: Req/Pre-arranged Sub  
Start Date: Req/Pre-arranged Sub  
tomorrow?  Start Other?

### Edit Bar for Each Day of Absence

Date	Day	Reason / Charge To	Auth Code	Description
01/02/2002	Wed	Sick / Employee	DO NOT ENTER	DO NOT ENTER

MMDD/YYYY Note: Edit Bar sets the Details of each day of absence. Next, click ADD DAY(S) button at bottom of screen.

NOTE: Press TAB key to navigate EDIT BAR items.

Click [ADD DAY\(S\)](#) button for each additional day of absence.

Click [SUBMIT ABSENCE](#) button when done entering each day of absence.

Click Req/Pre-Arrange Sub to view your list of Requested subs. If you have pre-arranged a sub for this assignment, click on the Requested Sub's name and follow the directions.

**\*If you have arranged with a sub that they will take the job ahead of time and it's confirmed then you can choose their name in this box.**



Barbara Ball

HELP

Personal  
Info

New  
Absence

Review/  
Cancel

Close

Your Absence has been entered.

Confirmation #: 64

Click 'Review/Cancel' button to review the absence.



**Always click Review/Cancel to make sure that you have input the absence correctly. This is a good time to make sure that you did not choose a sub when they have not confirmed yet that they will take the job.**



Back to Bed!

# That is how to Use Substitute Online

