

# Substitute Directions

# Substitute Online <sup>tm</sup>



Go to [www.substituteonline.com](http://www.substituteonline.com). With 3 clicks you may **Log-on, Select** and **Submit a Job Request** from your web page.

As an **approved** substitute, you must first Log-on. The Log-on screen should appear with the Log-on button visible. If you do not see the Log-on button, you need to first adjust your System, Properties, Settings to 800 by 600 pixels.

The program requires your **Last Name** and **Password**. Click the **Log-on** button when ready, two more clicks and you are done.

# 1

The system automatically generates a list of all available job openings.

KAROL GARCIA is our sample substitute.

She can see from the **Req** column that she has been requested by BARBARA AAKER to teach Math at Washoe High for two consecutive days starting 11/16/99.

A **Help** option is available with one click.

At any time KAROL may click to change her **Personal Info, Review/Cancel** previous and/or future assignments or leave the system.

# 2

KAROL clicks on the **Detail** box for KIM MADISON.

**Details** show the employee name, phone number and Email.

KAROL may also view information on each consecutive day of absence for this job.

KAROL may click on **Comments/Lessons** to view and print a lesson plan if left by the absent teacher.

KAROL clicks on **SUBMIT JOB REQUEST**. If no other substitute has taken this job first, she will receive a confirmation number. If already taken, she would immediately click on **Open Jobs** to update her list and select another position.

# 3