Directions for Substitutes

Logon Page: [https://www.substituteonline.com](https://www.substituteonline.com) *(Book mark this page for quick reference)*

- Enter User Name: Last Name
- Enter password: DOB – MMDDYY – No dashes, slashes and no 19
- Select Marysville School District from the drop down list.
- Click Logon
**Available Openings**

*After logging into Substitute Online, your first screen will list all the current available openings.*

<table>
<thead>
<tr>
<th>Detail</th>
<th>Req</th>
<th>Employee</th>
<th>Description/Schedule</th>
<th>Site</th>
<th>Start</th>
<th>End</th>
<th>Days</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AHN</td>
<td>8:30 - 3:45 BEHAVIOUR SPECIALIST PARAED</td>
<td>LAKE STICKNEY ELEM</td>
<td>3/25/2003</td>
<td>3/28/2003</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>LINDA</td>
<td>8:15 - 1:00, learning support before school, lunchout &amp; attendance</td>
<td>SERENE LAKE ELEM</td>
<td>3/28/2003</td>
<td>3/28/2003</td>
<td>1</td>
</tr>
</tbody>
</table>
Available Openings Information:

- You can only accept assignments (Preferences) you were hired for (i.e. Certificated Teacher, Food Service, Para 1, Para 2, Custodial, etc.)
- Description/schedule (duties and time)
- Site (school site)
- Start and End dates
- Days (red=half day shift, black=full day shift)

✓ Checking the Detail box displays a detail line that gives more information regarding the open job. The teacher’s phone and email are listed, if they so choose.

- A message from the teacher may appear regarding a lesson plan or comments. This is printable from your browser.

- Uncheck and re-check details to further your search of other openings.

- When you decide on a job,

- Click OK to finish the submit request.
- The next screen will display the job confirmation. Please note the job number.
The Personal Information screen allows you to change specific information about your assignment preferences and contact information. Only Certificated Teachers can make changes to the preference area.

Click on **Update Changes** to complete changes.
**Updating your CALENDAR**

Click on the calendar button to mark dates you are unavailable to work. Your Calendar will open to the current month or use the arrow key to move to the month desired. Red dates indicate you are not available, green dates indicate that you are available. Left click on the date, AM, PM or ALL to mark as unavailable. During this time your calendar will list you as not available for substituting for the district.

The dates that you are working will show in red, the job# and shift you are working.

Close window when calendar changes are complete.
If you do not wish to substitute for a period of time check **DO NOT CONTACT ME** until \( MM/DD/YYYY \)

Click on **UPDATE CHANGES** to save changes

**Review/Cancel**

- Lists your current job assignments
- Print a lesson plan for a job
- View or print your work summary
- Or cancel a job that you had scheduled to work.
Review/ Cancel screen:

Check detail button to display further details of a job.

To cancel a job:

✓ Check the job for cancellation
✓ OK to confirm cancellation
Submit Cancellation. This will return the job to an open status for viewing by all substitutes.

Substitute Placement Desk: 360-965-0078
Substitute Online: https://www.substituteonline.com