

Substitute Online

Directions for Substitutes

The screenshot shows the homepage of the Substitute Online website. At the top left is the logo for SUBSTITUTE ONLINE, INC.™. To the right of the logo is a navigation menu with buttons for Home, About, FAQ, Demo, Articles, Advantages, References, and Contact. Below the navigation menu, there are three main content areas. On the left is a login form with a 'LOG IN' header, fields for User Name, Password, and a dropdown menu for 'Select District', and a 'Logon' button. In the middle is a banner image of five diverse professionals, with text below it stating: 'Substitute Online uses "Pure Web Architecture" to immediately fill open positions 24/7 with district approved substitutes, via the internet.' Below this banner is a list of four bullet points: 'Substitutes view all open jobs in real time.', 'Teachers enter an absence in as few as 3 clicks.', 'Immediate notification to qualified substitutes.', and 'Flexible payroll interface for detail accounting.' On the right is a testimonial box with a quote: '"We used an IRV system in the past but Substitute Online is less expensive and much more efficient. Teachers get the subs they want, and subs get a complete lesson plan."' followed by '- Dr. Kevin Brown, Superintendent Flagstaff USD'. Below the testimonial is a 'Why Substitute Online?' section with a list of four bullet points: 'Over 1.5 million placements to date. All for \$1.00 or less per absence.', 'Substitutes personalize their availability calendars.', 'Only qualified and district approved substitutes see job openings.', 'We offer 24/7 real time staffing of qualified substitutes without a phone calling system (IRV).', and 'One price includes set-up, training, support, and payroll interface.'

Logon Page: <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.

Substitute Online - Microsoft Internet Explorer

Address: <http://www.substituteonline.com/subOnline/index.asp?token=577eacb7746be1d3dfaf630a35900c5e8cd5ed9d6e483146fd27>

Sub [redacted] **HELP** **Open Jobs** **Personal Info** **Review/Cancel** **Logoff** **Ready**

2 Available Opening(s)

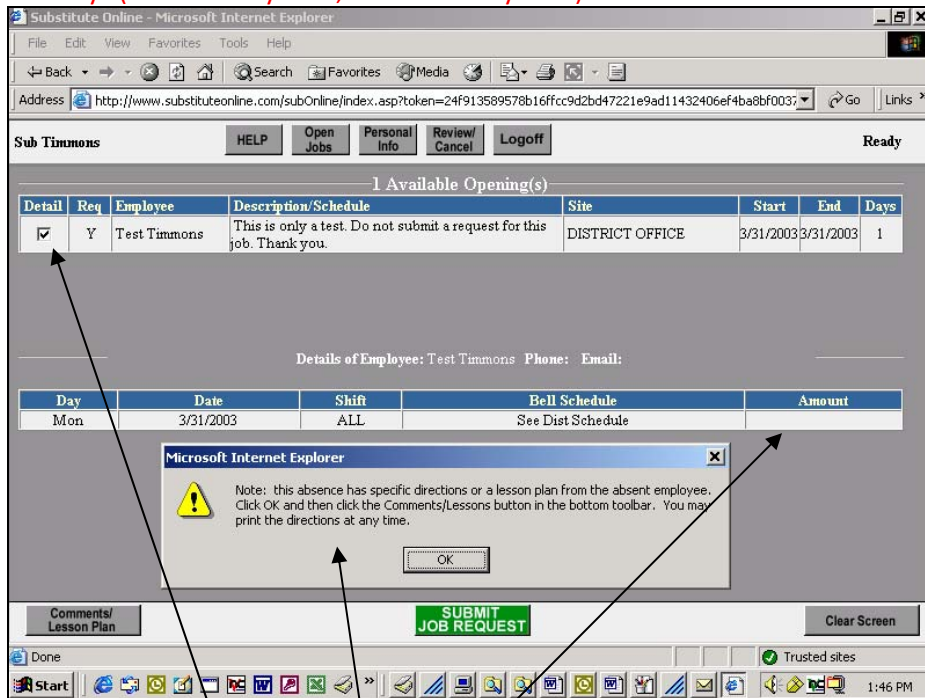
Detail	Req	Employee	Description/Schedule	Site	Start	End	Days
<input type="checkbox"/>		ANN [redacted]	8:30 - 3:45 BEHAVIOUR SPECIALIST PARAED	LAKE STICKNEY ELEM	3/28/2003	3/28/2003	1
<input type="checkbox"/>		LINDA [redacted]	8:15 - 1:00, learning support before school, timeout & attendance	SERENE LAKE ELEM	3/28/2003	3/28/2003	1

Comments/ Lesson Plan **SUBMIT JOB REQUEST** **Clear Screen**

Done Trusted sites 11:21 AM

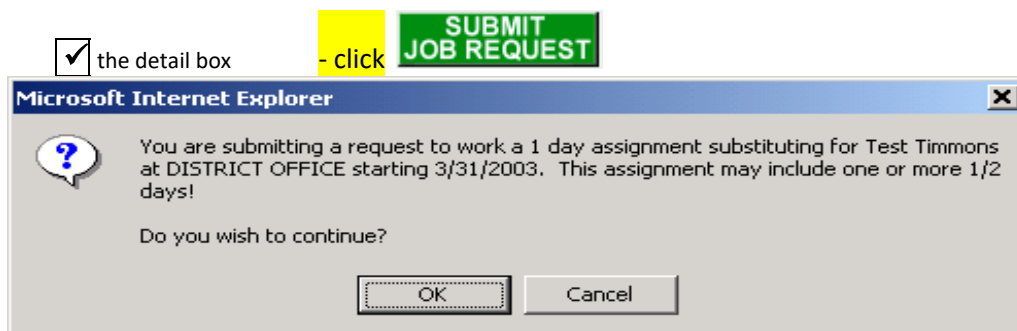
Available Openings Information:

- 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.**

Personal Information

Substitute Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://www.substituteonline.com/subOnline/index.asp?token=e0e9c38caf1fe3c57a35915efa122604a6270df04e233e98da88>

Sub Timmons **HELP** **Open Jobs** **Personal Info** **Review/Cancel** **Logoff** **Ready**

Personal Info for Substitutes

Last Name: E-mail:

First Name: Phone:

Notes: Pager Number:

Display to Emp? Display to Site? (Show Email/Phone#)

DO NOT CONTACT ME UNTIL (MM/DD/YYYY)

Note: You are responsible to update your status.

Days Not Available: Sun Mon Tue Wed Thu Fri Sat

Preferences: *

* Enter Subject Codes separated by a comma and space in your Preferences list.

Subject Code	Description	Subject Code	Description
4-5	4TH AND 5TH GRADE	ALTE	ALTERNATIVE ED.
ART	ART	BAND	BAND
BUSED	BUISNESS ED.	CLER	CLERICAL/SECRETARY/OFFICE
COMP	COMPUTERS	CONST	CONSTRUCTION
COUNS	COUNSELOR	CUST	CUSTODIAN
CYBER	CYBERSCHOOL	DRAMA	DRAMA

Calendar **UPDATE CHANGES** Cancel Changes


Done Trusted sites

Start 2:31 PM

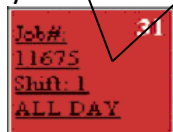
The Personal Information screen allows you to change specific information about your assignment preferences and contact information. Only Certificated Teachers can make changes to the preference area.

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

Click on  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:

Detail	Req	Cancel	Conf#	Employee	Description/Schedule	Site	Start	End	Days
<input checked="" type="checkbox"/>	Y	<input type="checkbox"/>	11675	Test Timmons	This is only a test. Do not submit a request for this job. Thank you.	DISTRICT OFFICE	3/31/2003	3/31/2003	1

Details of Employee: Test Timmons Phone: Email:
Confirmation #: 11675

Cancel	Day	Date	Shift	Bell Schedule	Amount
<input type="checkbox"/>	Mon	3/31/2003	ALL	See Dist Schedule	

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.

You are submitting a request to cancel Job: 11675.
Do you wish to continue?

OK Cancel

Substitute Placement Desk: 360-965-0078

Substitute Online: <https://www.substituteonline.com>