

Employee Directions

Substitute Online™

A One Day Absence in only 3 Clicks

Login to: www.substituteonline.com

The Logon screen should appear with the Logon button visible. If you do not see the Logon button, you need to first adjust your System Monitor Properties to 800 by 600 pixels.

The program requires your **Last Name** and **Password (your six digit birthday)**. Click the **Logon** button when ready. The program assumes you are reporting a **New Absence**.



The option to enter a new absence appears automatically.

Barbara Aaker teaches 5th grade at Gomm Elementary. She is logging in on Sunday evening so the system assumes she will be absent tomorrow, Monday, ALL day shift due to SICK USE charged to her. She may make changes on this Edit Bar regarding the date, shift, and/or reason. If it is only for one day, she may click SUBMIT ABSENCE now.



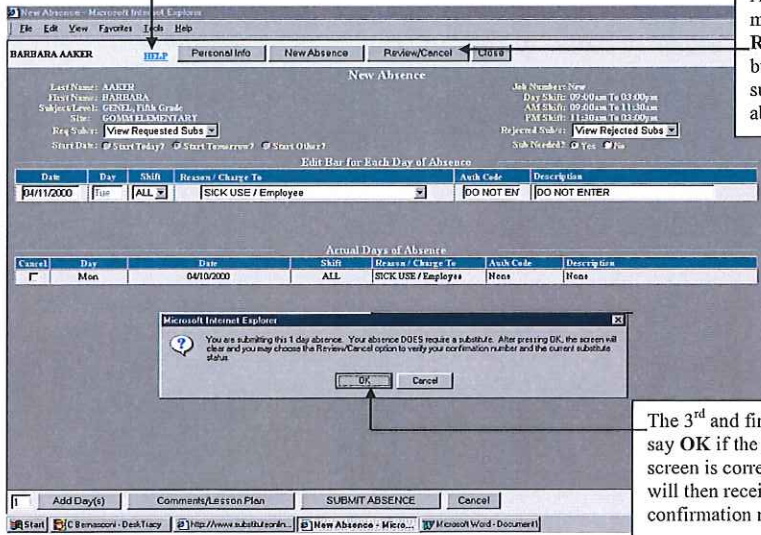
If her absence is for several days in a row, she may click Add Days for each consecutive day.

She may also leave detailed lesson plans, update them at any time or copy and paste from her word processor.

Barbara can check to see the names of subs she has requested or rejected in the past. She may Click on a Sub's name if she has **Pre-arranged** with the specific Sub to take the job.

Help is just a click away

At any time she may click the **Review/Cancel** button to verify a sub or cancel an absence request.



The 3rd and final click is to say **OK** if the confirmation screen is correct. Barbara will then receive a confirmation number.