WebConnect User's Guide

For Substitutes

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WebConnect

Using WebConnect, Substitutes can quickly accomplish routine tasks such as checking Available Jobs and reviewing Current Jobs. The entire workforce has easy-to-use, secure Web browser access to all of the same great features available from SubFinder via telephone, plus additional features optimized for the Web.

How Does It Work?

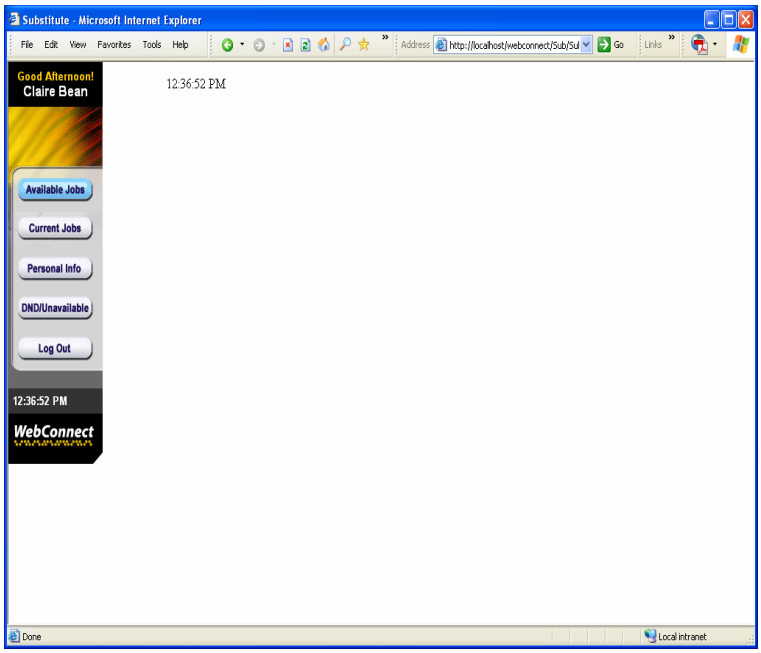
WebConnect works in conjunction with your SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, whether it is entered through WebConnect or by telephone.

WebConnect is used to access SubFinder from your home or office computer, or any computer as long as you have access to the internet. Simply enter your District's web address for WebConnect in your Internet Browser address line, tap **Enter** on the keyboard, and the WebConnect Log In screen will appear.

System Access

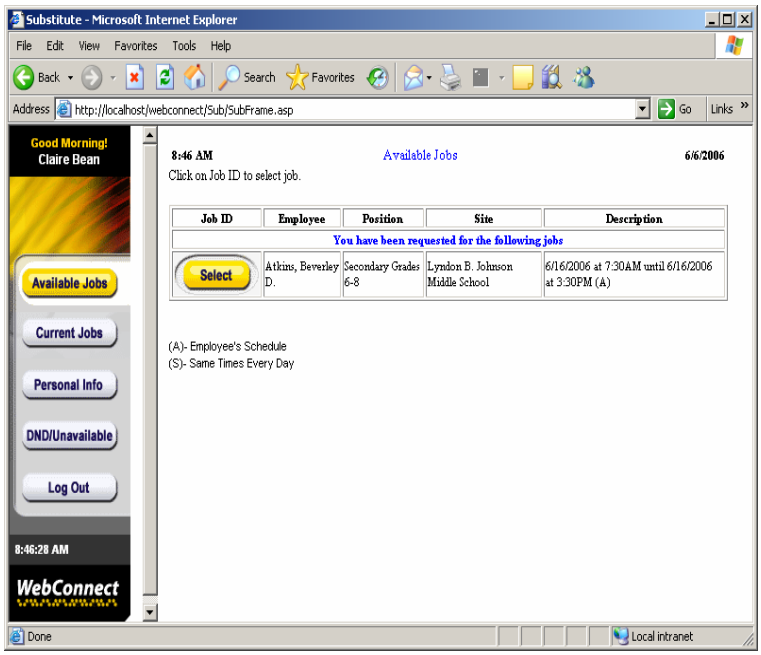
To access WebConnect, simply enter your **Last Name** in the last name field and your Substitute **PIN** Number in the PIN field. Click the **Submit** button.

The welcome window below appears. On the left side of the screen are buttons giving you access to various options. These include **Available Jobs, Current Jobs, Personal Info, DND/Unavailable**, and **Log Out**.



Available Jobs

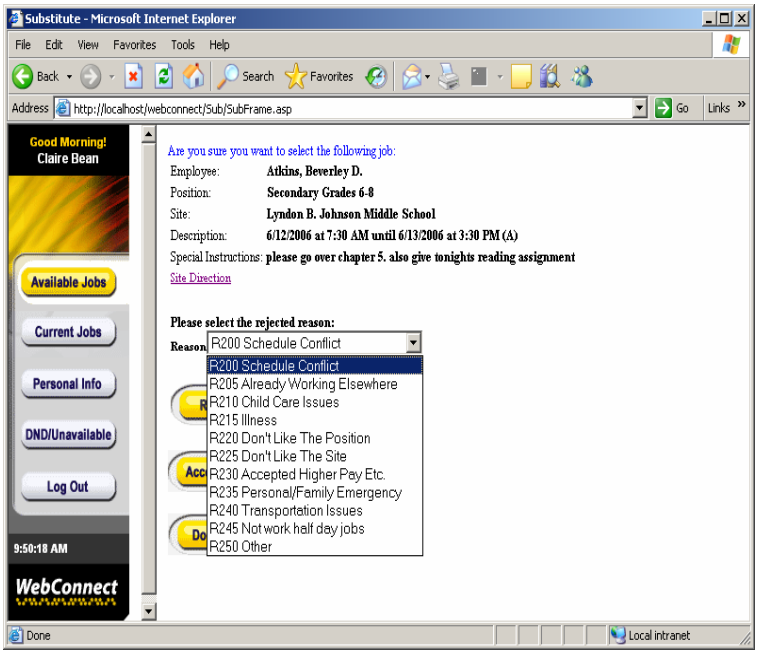
To view available jobs, click the **Available Jobs** button. WebConnect displays all available jobs for which you qualify. To accept a job, click the **Job ID number** listed in the Job ID column.



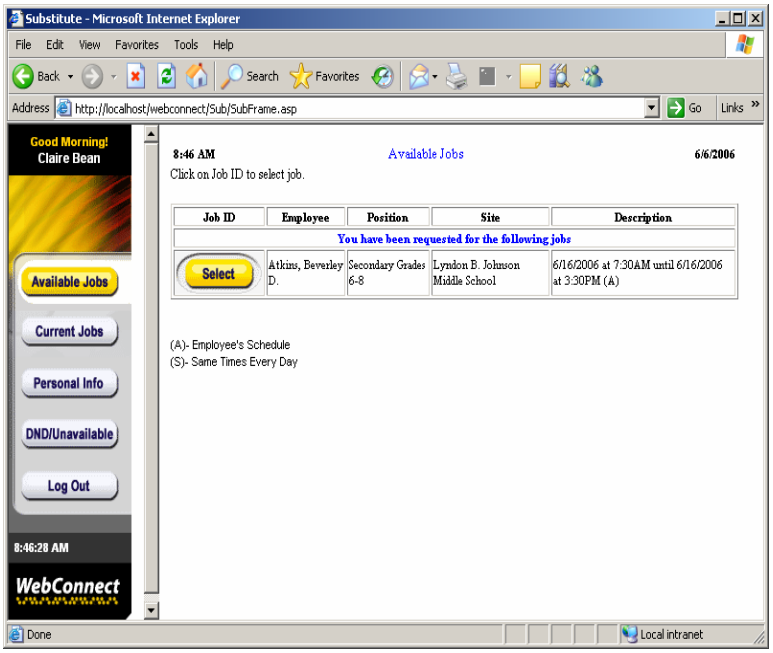
Once a job has been selected, WebConnect offers additional details on the job. It will also provide any Special Instructions that have been written for the job. To view site directions, click the hyperlink **Site Direction**.

Note: If the job/absence was entered via telephone and special instructions were recorded, you will see a message to call SubFinder to hear them.

Depending on how your district has configured certain settings within SubFinder, you may be presented with up to three options: **Reject Job**, **Accept Job,** or **Don't Accept Job. Reject Job** may not be an option in some districts. Simply choose the one you desire. If you choose Reject Job you will not be able to view that particular job at a future date. If you choose **Don't Accept Job** WebConnect will return you to the main listing of available jobs, but the individual job will be available to review and possibly accept at a later time.



If you choose to accept a job, remember to write down the job ID number for future reference (i.e., if you choose to cancel the job at a later time.) Click **Accept Job.** WebConnect will display the message **Job successfully selected** and will list any remaining jobs for which you are qualified to work.

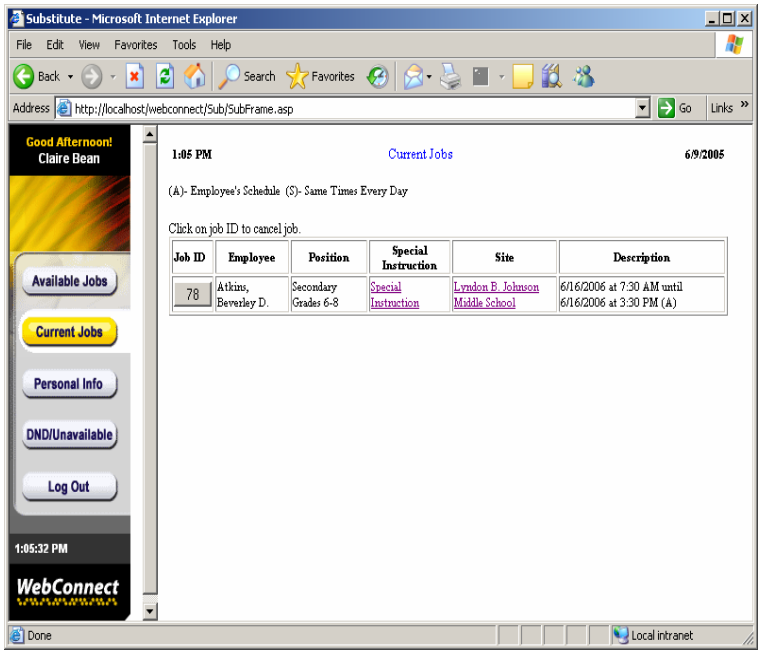


Current Jobs

To view your current assignments, click the **Current Jobs** button. This will display all of your current assignments including job id, date, site, position, and the employee for whom you will substitute.

To view special instructions and/or site directions, click the hyperlinks which are listed in the Special Instruction and Site columns.

Note: If the job/absence was entered via telephone and special instructions were recorded, you will see a message to call SubFinder to hear them.



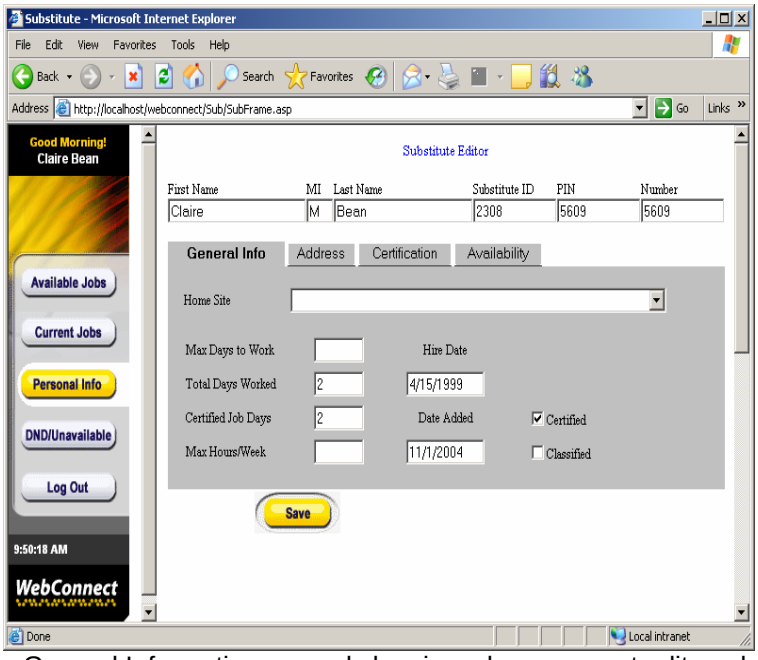
Cancelling a Job

If you need to cancel an Absence/Job, click the Cancel button which is displayed next to each future absence. A screen pops up to verify that you do, in fact, wish to cancel the Absence, click OK. If you do not wish to cancel the Absence, click Cancel

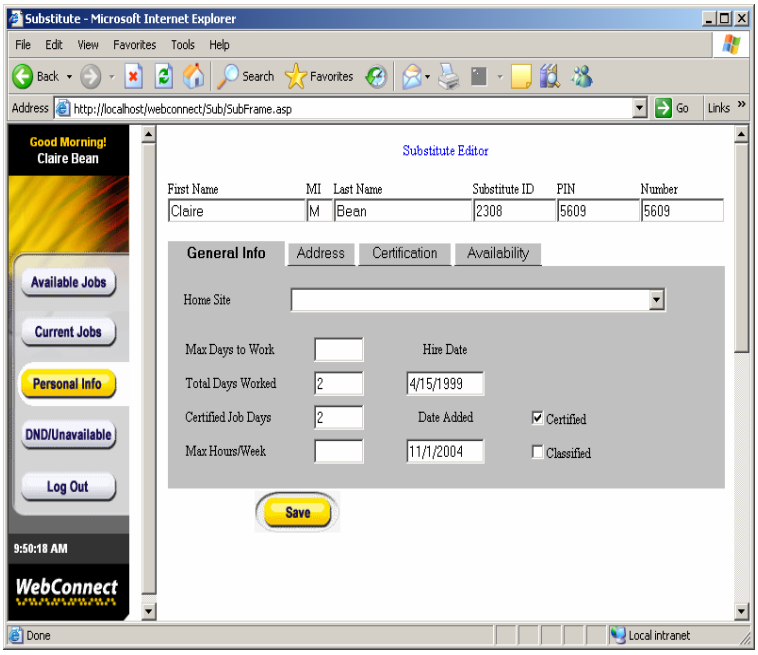
Personal Information

To review your personal information, click the **Personal Info** button. You will then see several tabs, including General Information, Address, Certifications, and Availability.

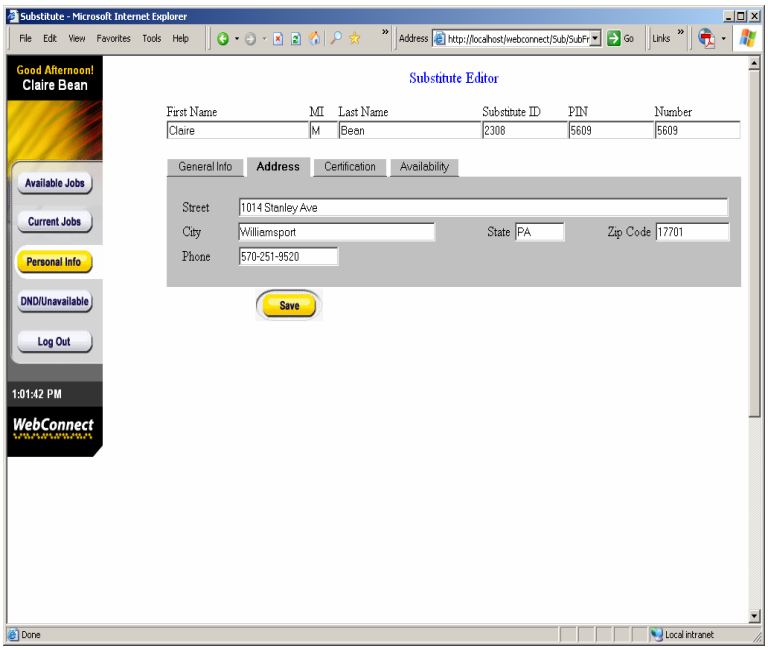
General Information - the General Information tab displays your Name; your SubFinder generated ID Number, your PIN Number, Total Days Worked for this Year, Total Certified Job Days Worked (if your site is a school district), your Date of Hire, Date Added (entered) into the SubFinder system, and whether you are a Certified and/or Classified substitute.



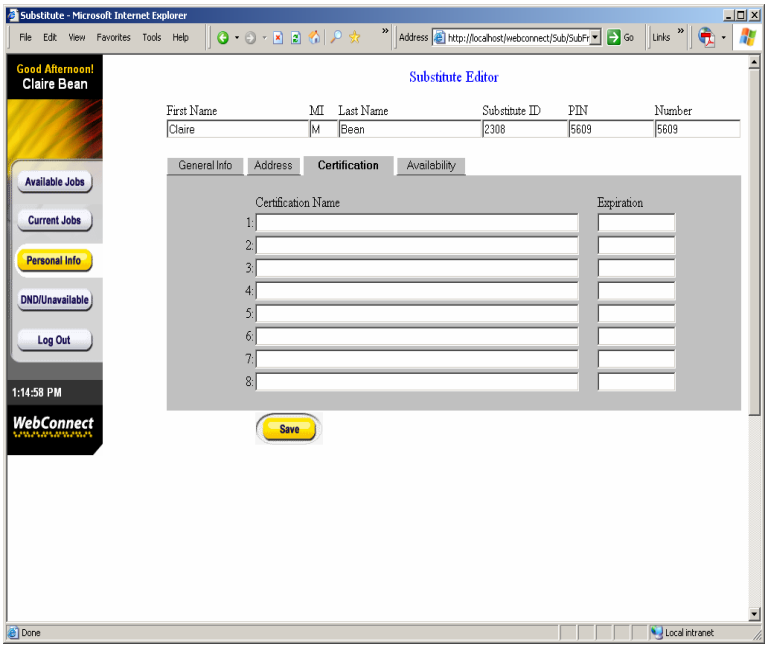
The information under General Information can only be viewed; you cannot edit or change any of the information



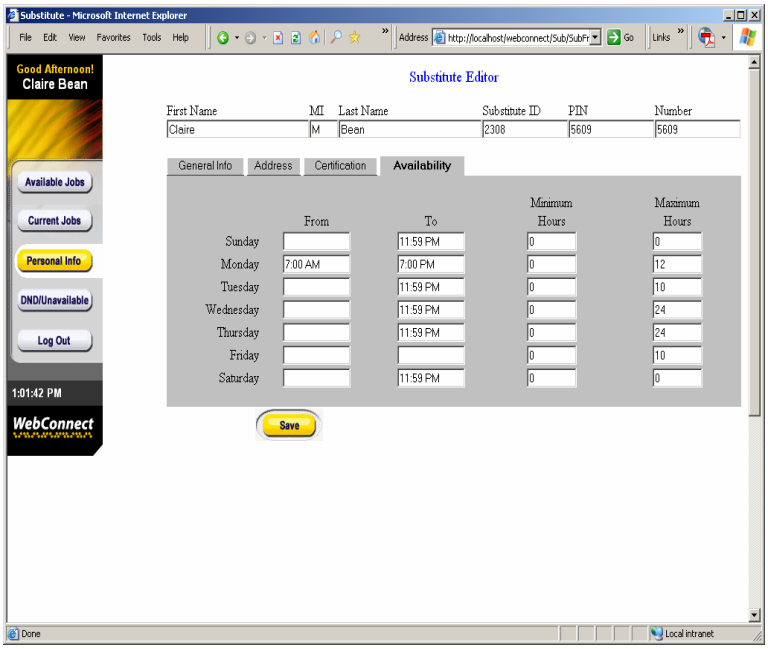
Address - the Address tab displays your current address and telephone number. You may change your telephone number at any time if you wish to receive calls at a different location. It's very important that you keep your telephone number up-to-date or you will not receive calls from SubFinder for jobs. If the change is permanent, you must still follow the appropriate procedures your employer requires to make changes to personal information.



Certifications - the Certification tab shows any Certifications you may have, as well as their expiration dates. The information under Certification can be viewed only; you cannot edit or change any of the information.

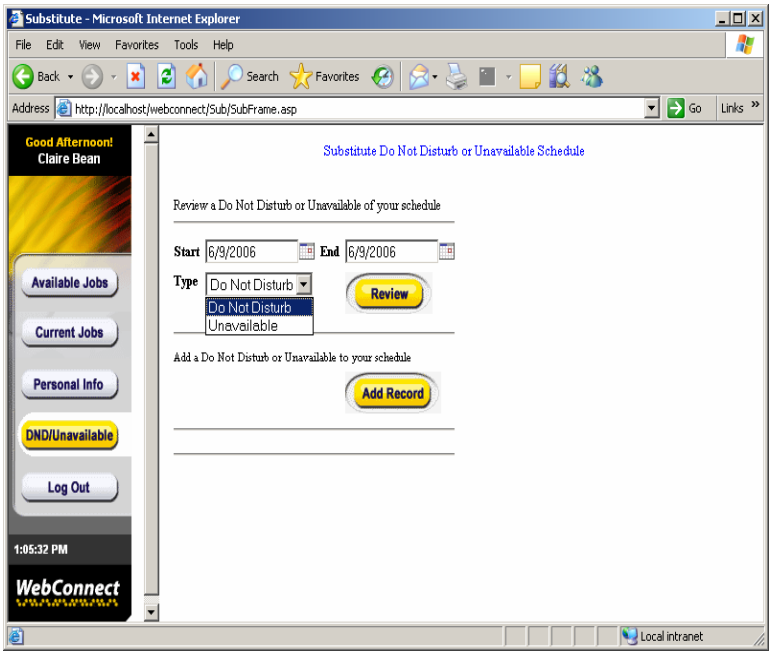


Availability- the Availability tab shows your work availability. This reflects what you've entered into SubFinder when you've called via the phone. You may change your availability at any time. However, just like calling SubFinder via the phone, any changes entered here can alter the availability of certain jobs being offered to you.

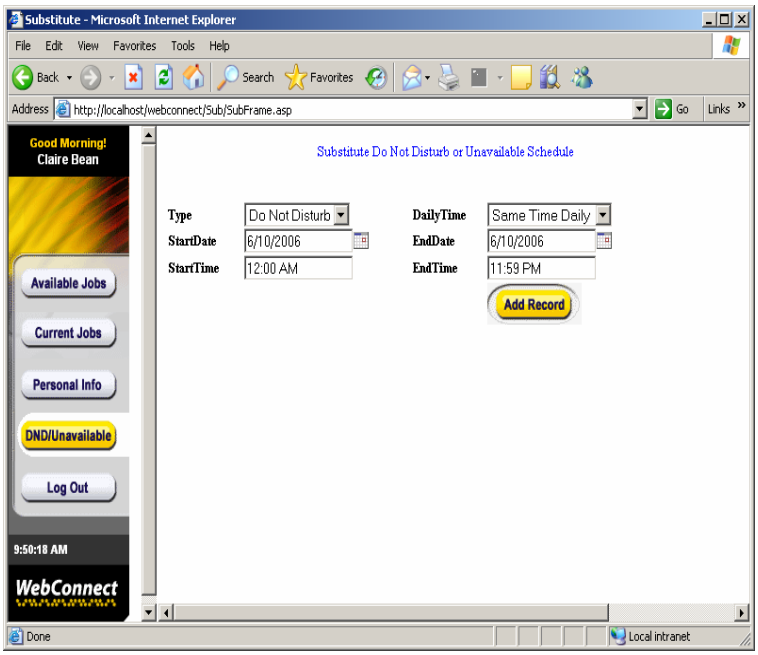


DND/Unavailable

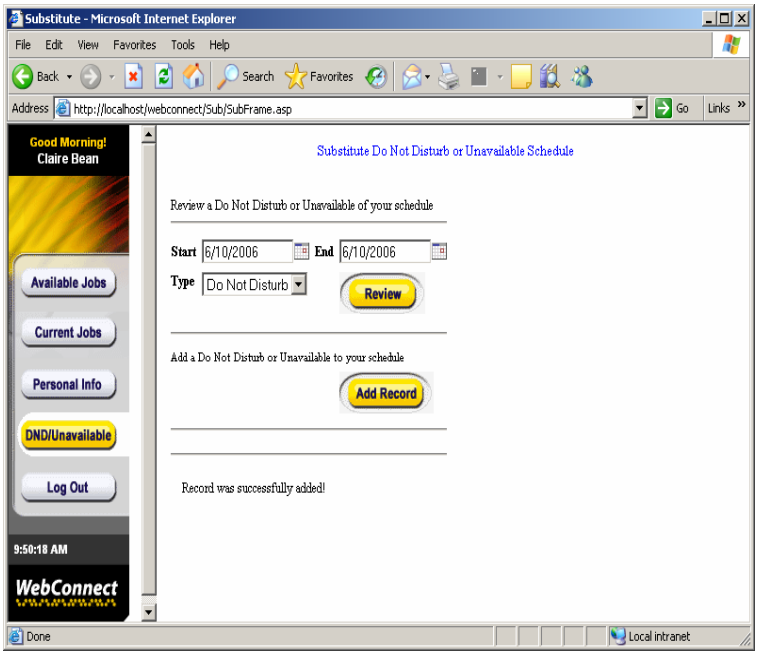
Click the DND/Unavailable tab to add a Do Not Disturb or an Unavailable to your record. Simply click on the **Add a Record** button.



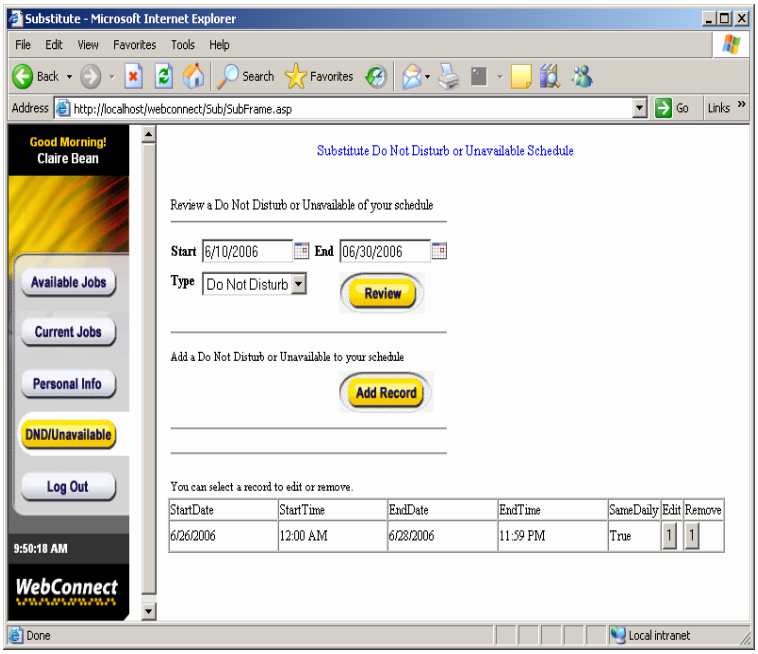
DND and **Unavailable** can be added for a single day or for a date range, as well as for any time frame in the day. Enter the type, daily time, dates and times you wish and click **Add Record**. This finalizes and records the transaction and takes you back to the original screen. If the information entered was incorrect, use the **Back** button on your internet Browser to go back and re-enter the information. Once you have verified that all of the information is correct click the **Add Record** button.

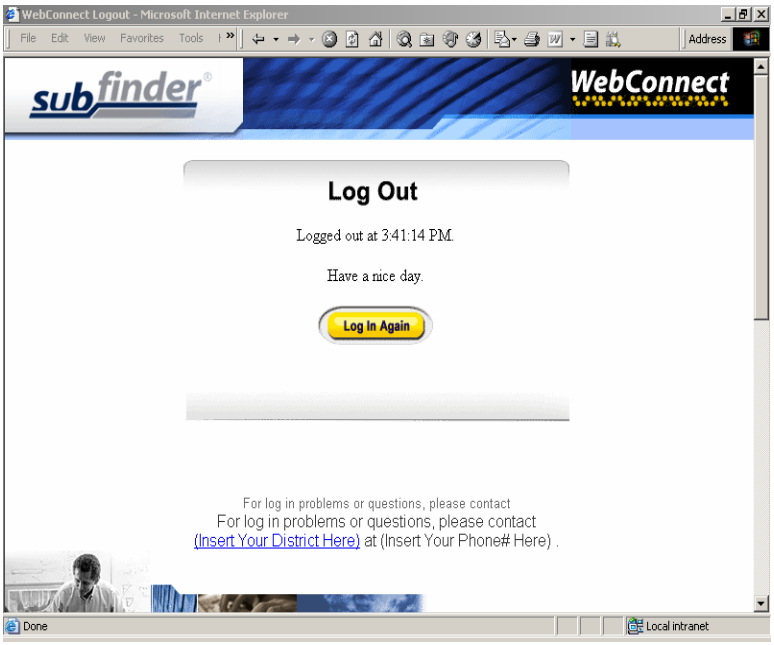


You can also review any DND or Unavailable that is already recorded. To review a DND or Unavailable, enter the start and end dates and the type. Click **Review**.



A screen will appear with the DND or Unavailable records entered for that date range. From this screen, you can edit or remove any DND or Unavailable that appears simply by clicking on the appropriate record's **Edit** or **Remove** button.



Log Out

When you are finished, click **Log Out** to leave WebConnect. To log back in, click the hyperlink **Click here to log in again.**