



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.

WebConnect Login - Microsoft Internet Explorer

File Edit View Favorites Tools

Address

subfinder **WebConnect**

Welcome to WebConnect

The Internet Link to SubFinder

Last Name:

Password:

Submit

For log in problems or questions, please contact
[\(Insert Your District Here\)](#) at (Insert Your Phone# Here) .

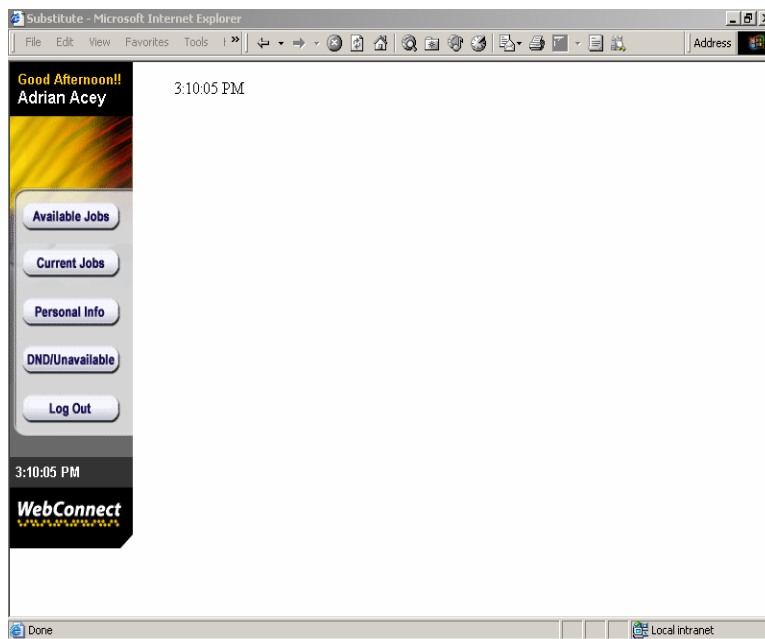
Done Local intranet

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.

3:10 PM Available Jobs 5/24/2005
Click on Job ID to select job.

Job ID	Employee	Position	Site	Description
You have been requested for the following jobs				
Select	Ash, Bertha A.	Elementary Grade 1	Alpha Elementary	5/25/2005 at 6:00AM until 5/25/2005 at 3:30PM (A)
Select	Abel, Abby A.	Assistant Principal	Alpha Middle School	5/25/2005 at 6:00AM until 5/25/2005 at 3:30PM (A) (Please call SubFinder to hear itinerant schedules)
Available Jobs				
Select	Gaige, Theresa I.	Elementary Grade 1	Beta Elementary	5/25/2005 at 6:00AM until 5/27/2005 at 3:30PM (A)
Select	Araldi, Beatrice A.	Elementary Grade 3	Needham Elementary	5/25/2005 at 6:00AM until 5/31/2005 at 3:30PM (A)
Select	Quattlebaum, Les T.	Elementary Grade 1	Needham Elementary	5/25/2005 at 6:00AM until 6/16/2005 at 3:30PM (A)
Select	Faas, Rhea G.	Elementary Grade 4	Fairview Elementary	5/31/2005 at 6:00AM until 6/1/2005 at 3:30PM (A)

(A) - Employee's Schedule
(S) - Same Times Every Day

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.

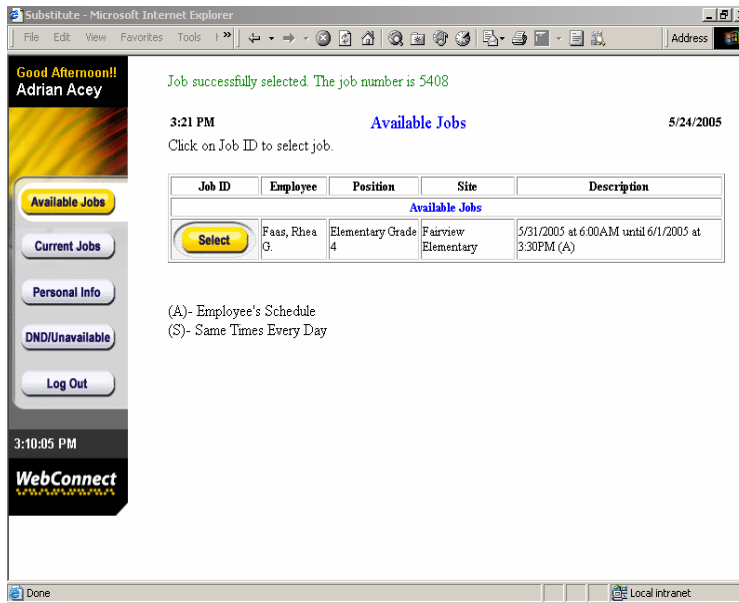
Good Afternoon!! Adrian Acey

Are you sure you want to select the following job:

Employee: Ash, Bertha A.
Position: Elementary Grade 1
Site: Alpha Elementary
Description: 5/25/2005 at 6:00 AM until 5/25/2005 at 3:30 PM (A)
Special Instructions: Please teach out of chapter 12 in the blue book.
[Site Direction](#)

Reject Job
Accept Job
Don't Accept Job

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.

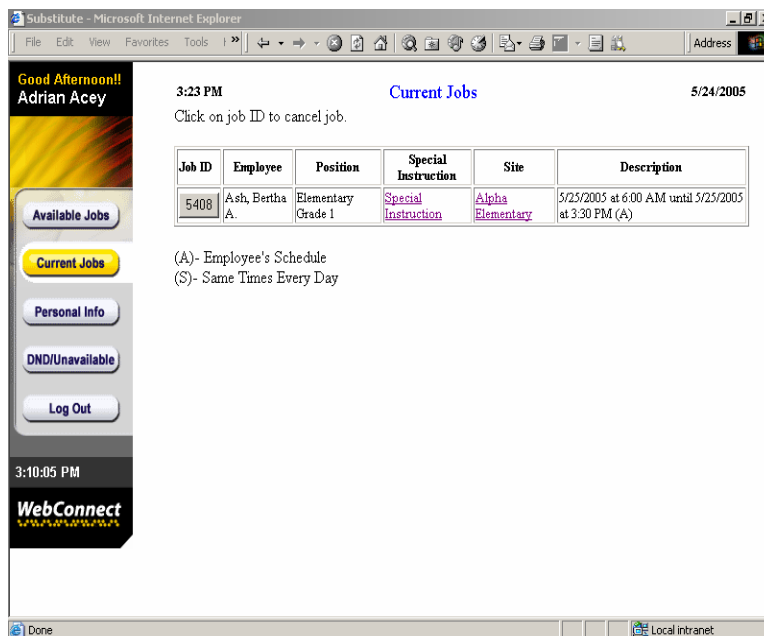


Current Jobs

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.



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.

The screenshot shows the 'Substitute Editor' web application in Microsoft Internet Explorer. The user is logged in as Adrian Acey. The 'General Info' tab is selected, displaying the following information:

First Name	MI	Last Name	Substitute ID	PIN	Number
Adrian	A	Acey	2154	1193	1193

Below the table are tabs for 'General Info', 'Address', 'Certification', and 'Availability'. The 'General Info' tab contains the following fields:

- Home Site: [Dropdown menu]
- Max Days to Work: [Text input]
- Hire Date: [Text input, value: 2/9/1994]
- Total Days Worked: [Text input, value: 1.5]
- Certified Job Days: [Text input, value: 0]
- Date Added: [Text input, value: 12/13/2004]
- Certified
- Classified

A 'Save' button is located below the form fields.

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.

The screenshot shows the 'Substitute Editor' web application in Microsoft Internet Explorer. The user is logged in as Adrian Acey. The 'Address' tab is selected, displaying the following information:

General Info | **Address** | Certification | Availability

Street: [Text input, value: 1 CIS Pkwy]
City: [Text input, value: Wharton] State: [Text input, value: NJ] Zip Code: [Text input, value: 07885-7418]
Phone: [Text input, value: 800-555-3101]

A 'Save' button is located below the form fields.

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.

Substitute Editor

First Name	MI	Last Name	Substitute ID	PIN	Number
Adrian	A	Acey	2154	1193	1193

General Info | Address | **Certification** | Availability

Certification Name	Expiration
1: CFR	6/1/2006
2: TB	6/1/2006
3:	
4:	
5:	
6:	
7:	
8:	

Save

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.

Substitute Editor

First Name	MI	Last Name	Substitute ID	PIN	Number
Adrian	A	Acey	2154	1193	1193

General Info | Address | Certification | **Availability**

	From	To	Minimum Hours	Maximum Hours
Sunday			0	0
Monday			0	10
Tuesday			0	10
Wednesday			0	10
Thursday			0	10
Friday			0	10
Saturday			0	0

Save

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.

Substitute - Microsoft Internet Explorer

Good Afternoon!!
Adrian Acey

Substitute Do Not Disturb or Unavailable Schedule

Review a Do Not Disturb or Unavailable of your schedule

Start End

Type

Add a Do Not Disturb or Unavailable to your schedule

Available Jobs
Current Jobs
Personal Info
DND/Unavailable
Log Out

3:10:05 PM
WebConnect

Done Local intranet

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.

Substitute - Microsoft Internet Explorer

Good Afternoon!!
Adrian Acey

Substitute Do Not Disturb or Unavailable Schedule

Type Daily Time

StartDate EndDate

StartTime EndTime

Available Jobs
Current Jobs
Personal Info
DND/Unavailable
Log Out

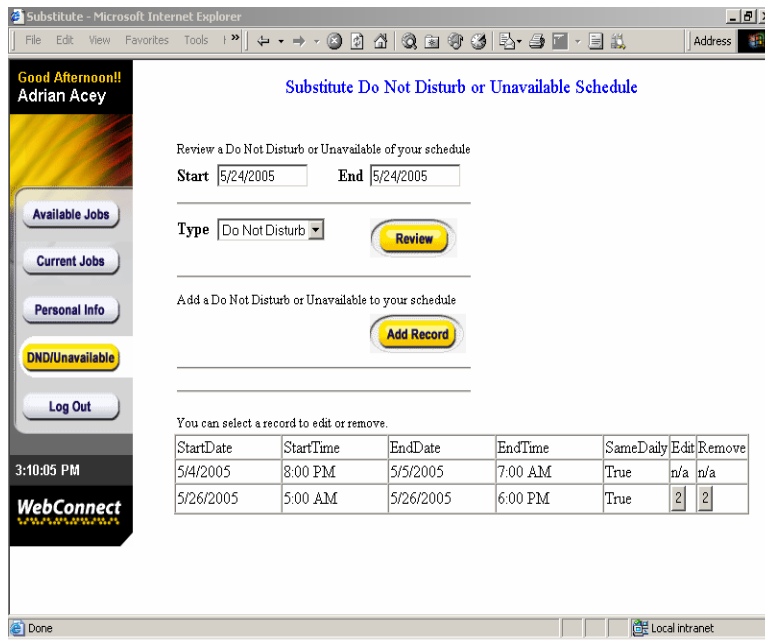
3:10:05 PM
WebConnect

Done Local intranet

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**.

