

Conemaugh Township Area Elementary School Teachers  
**Substitute Teacher Program For**  
**Conemaugh Township Area School District**

**Utilizing the SubFinder™ System**

**Phone-In to SubFinder (Toll Free #)     1-855-327-0566**

Call SubFinder to report an absence, review an absence, cancel an absence and review personal information.  
Before it is available you must register with the system by voicing your name.

**When reporting a job ALWAYS write down the JOB NUMBER before disconnecting.**

At **ANY TIME**:

- **Press 9** to go back to the **previous Menu**
- **Press \*** to move to the **next item** when there is a list of items

**Log In**

- **Call** 1-855-327-0566
- **Enter** your **PIN** then press **#**
- **Main Menu:**
  - **Press 1** to Report an Absence
  - **Press 2** to Review an Absence
  - **Press 3** to Cancel an Absence
  - **Press 4** to Review Personal Information
  - **Press 9** to Leave the SubFinder System

**Report Absence**

- **Step 1: PRESS 1**
- **Step 2: Enter the Start and End Date and Time**
  - **PRESS 1** to choose **same day** absence
  - **PRESS 2** to choose **next day** absence
  - To choose another day **PRESS 3**
    - Following prompt **enter the start date:**
      - **PRESS \*** for today
      - Or **enter the start date as:**
        - Month: **2 digit** month (ex: May as 05)
        - Date: **2 digit** date (ex: 4<sup>th</sup> as 04)
        - **PRESS #**
    - Following prompt **enter the start time:**
      - **PRESS \*** for **start of the work day** (8:30am-for substitute start time)
      - Or for **half-day absence** enter the time as **4 digit** time
        - 12:15pm as 1215 and **PRESS 2** for **PM**
    - Following prompt **enter the end date:**
      - **PRESS \*** for a **single day absence** (ends at 4:00pm-for substitute time)
      - Or **enter the end date as:**
        - Month: **2 digit** month (ex: May as 05)
        - Date: **2 digit** date (ex: 4<sup>th</sup> as 04)
        - **PRESS #**
      - Following prompt **enter the end time:**
        - **PRESS \*** for **end of work day** (3:20pm-for substitute time)
        - Or for **half-day absence** enter time as **4 digit** time
          - 4:00pm as 0400 and **PRESS 2** for **PM**
  - **Step 3: Reason for the Absence**
    - **PRESS 1** for **Regular Sick Day**
    - **PRESS 2** for **Family Sick Day**
    - **PRESS 3** for **Personal Day** (this reason will need **approval** prior to SubFinder calling out for a sub)
    - **PRESS 4** for **Jury Duty**
    - **PRESS #** after choose the reason for the absence

**User Name:**

**PIN/ Password:**

**Start & End Times for**  
**Substitutes**

**Full Day:** 8:30am-4:00pm

**Half-day AM:** 8:30am-12:15pm

**Half-day PM:** 12:15pm-4:00pm

- Follow prompt to **confirm** the reason for the absence
  - **PRESS 1** to **confirm**
  - **PRESS 2** if **incorrect**
    - This will **take** you to the **first prompt** of reporting an absence and **start over**
- **Step 4: Job Type**
  - **PRESS 1** for **Sub Required** all day
  - **PRESS 2** for **Partial Day** Sub Required
  - **PRESS 3** for **No Sub** Required
- **Step 5: Requesting Substitute**
  - **PRESS 1** for **SubFinder** to find a sub
  - **PRESS 3** to **request** a sub
    - **Need** to key-in **Substitute's ID number**
    - **PRESS #**
  - **Press 4** to **use** your **personal preference** request list
    - **Only available** if you have created a **personal preference list** via **Webconnect**
- **Step 6: Special Instructions**
  - **PRESS 1** to record **Special Instructions**
  - **PRESS 2** to continue (**no special instructions**)

### Review Absence

- **Step 1: PRESS 2**
- **Step 2: Listen** to **information** about the **job**
- **Step 3: Options**
  - **PRESS 2** to hear job information **repeated**
  - **PRESS 3** to listen to **next** scheduled **absence**
  - **PRESS 4** to **cancel** the absence (see steps to **Cancel an Absence**)
  - **PRESS 6** to record **Special Instructions** for the absence
  - **PRESS 9** to return to the **Main Menu**

### Cancel an Absence

- **Step 1: PRESS 3**
- **Step 2: Enter** the **job number** of the job you want to **cancel**
- **Step 2: PRESS #**
- **Step 3: Cancel the Job**
  - **PRESS 1** to **cancel**
  - **PRESS 9** to return to the **Main Menu**
- **Step 4: Confirm the Cancellation**
  - **PRESS 1** to **confirm**
  - **PRESS 2** to return to the **Main Menu**

### Personal Info

- **Step 1: PRESS 4**
- **Step 2: Listen** to your **personal information** that includes:
  - Work location
  - Work day time (times for subs to report and work)
  - Primary job position
  - ID number (this is **not** your **PIN/PASSWORD** number)
  - Recorded name
    - **PRESS 2** to **record** your name
- **Step 3: PRESS 9** to return to the **Main Menu**.

### Log Out

- **Press 9** to return to the **MainMenu**
- **Press 9** to leave **SubFinder**




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