Conemaugh Township Area Elementary School Teachers

Substitute Teacher Program For
Conemaugh Township Area School District

Utilizing the SubFinder™ System   **https://learning.subfinderonline.com/**

Log-In to SubFinder (WEBCONNECT)

- Enter your **USERNAME** and **PIN**
- **CLICK** on the **LOG IN** button or **PRESS ENTER**

Log on to SubFinder online to report an absence, review an absence, review personal information and view the tutorial.

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

Main Menu: The following options are located on the toolbar down the left side of the screen.

Report Absence

- *Step 1*: To report an absence **CLICK** the **Report Absence** button
- *Step 2*: **Absence Info**
  - Enter the **START** and **END** dates
  - Keep the default times that are entered for **FULL DAY**(subs report prior to students)
  - **ONLY** change times if a **HALF DAY Absence:**
  - For **AM** Absence: **8:30 am-12:15 pm**
  - For **PM** Absence: **12:15pm-4:00pm**
  - **Job Info** will **automatically** fill with same dates and times as **Absence Info**
- *Step 3:* **Reason**
  - Choose a reason from the drop down menu next to the word **Reason**
  - Choices are:
    - Regular Sick Day
    - Family Sick Day
    - Personal Days
    - Jury Duty
- *Step 4:* **Job Type**
  - Chose a reason from the drop down menu next to the words **Job Type**
  - Choices are:
    - Substitute Required
    - No Substitute Required
    - Requested Substitute
      - **CHECK the box** for **Use Requested List** to use your **personal preference** list
      - **OR CLICK** on the **+** to view the list of available substitutes and **CLICK** on the **name** of the substitute you want to request
- *Step 5:* **Special Instructions**
  - You may attach a digital file by using the **Browse** button
  - You may **type** instructions in the **Special Instructions** box
  - These instructions and attachments would allow subs to prepare prior to entering your classroom and know the materials that are needed for the day
- *Step 6:* **Save Job**
  - **CLICK** the **Save Job** button to save the absence to the SubFinder system
- *Step 7:* **RECORD JOB NUMBER**
  - **Write down** the **job number** listed in the **confirmation statement** (in green) for future reference

Review Absence

- *Step 1*: To review an absence **CLICK** the **Review Absence** button
- *Step 2:* **Run Request**
  - You may run the job request by the following criteria (or combinations of criteria)
    - Date
    - Job Type
    - Job Status
    - Substitute
  - CLICK the box in front of the criteria you want
    - **Date**: be sure you choose the **START** and **END** date you want to view(**CHECKED** by default)
    - **Job Type**: Choose the type you are looking for from the drop down menu
    - **Job Status**: Choose the type from the drop down menu
    - **Substitute:** Choose the substitute by name by clicking the + and arrow down from the drop down menu
- *Step 3:* **CLICK** the **Run Request** green button
- *Step 4:* **Review Individual Jobs**
  - **CLICK** on the blue **job number** in the left column of the report
  - From here you may:
    - Review the job information
    - **Cancel Absence:** To cancel an absence **CLICK** the green **Cancel Absence** button
  - **NOTE:** Codes used in the report are listed below the report- **SCROLL down** to view

Personal Info

- Tabs include General Information, Address, Certification, Leave Control, Itinerant Schedule, Schedule
- The only tab you may edit is **Request List**
  - If any **information** in the other tabs is **incorrect**, **contact** the SubFinder administrator at **The Learning Lamp**
- **CLICK** the **Request List** tab to the right under your name
  - **CHECK** the box beside the name of the sub you wish to request in the left box
    - You can request up to **5 (five) subs**
  - **CLICK** the **green >>** button to move the names to the right box
  - Once the names appear in the right box, you may change the order using the **Move Up** and **Move Down** buttons
    - **CLICK** the box beside the name of the sub you wish to move
    - **CLICK** the **green Move Up** or **Move Down** button to create the order you want
  - **CLICK** the **green Save** button below the lists to save **your preference list**

Tutorial

- The **Tutorial** option **links** you **directly** to the **video tutorial** for employees using **SubFinder**
- The **Tutorial** opens in a **new window**
  - You will need **sound** for viewing the **Tutorial**
  - To **run** the **Tutorial CLICK** the **arrow** in the middle of the picture
  - To go to any of the **sections** of the **Tutorial CLICK** on the title you want in the **left toolbar**
    - What is SubFinder?
    - Log in to SubFinder
    - Report Absence
    - Review Absence
    - Substitute Notes
    - Personal Information
    - Log Out of SubFinder

Log Out

- **CLICK** the **Log Out** option
- Return to **Log In** Screen

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