

Conemaugh Township Area Middle/High 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: 4th as 04)
 - **PRESS #**
 - Following prompt **enter the start time:**
 - **PRESS *** for **start of the work day** (7:30am-for substitute start time)
 - Or for **half-day absence** enter the time as **4 digit** time
 - 11:15pm as 1115 and **PRESS 1** for **AM**
 - Following prompt **enter the end date:**
 - **PRESS *** for a **single day absence** (ends at 3:00pm-for substitute time)
 - Or **enter the end date as:**
 - Month: **2 digit** month (ex: May as 05)
 - Date: **2 digit** date (ex: 4th 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
 - 3:00pm as 0300 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: 7:30am-3:00pm

Half-day AM: 7:30am-11:15am

Half-day PM: 11:15am-3:00pm

- 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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