

WebConnect

SUBSTITUTES Internet Users' Guide for SubFinder v5.8

SubFinder

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 access to all of the same great features available from SubFinder via telephone, plus additional features optimized for the Internet.

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, regardless of the method of entry.

WebConnect is used to access SubFinder from your home, office, or any computer that has Internet access. Simply go to <http://www.tulsaschools.org>, choose Employees, then SubFinder WebConnect, press **Enter** on the keyboard, and the SubFinder Log In screen will appear.

System Access

To access SubFinder, simply enter your last name in the **Last Name** field and your PIN in the **Password** field and click **Submit**.

The opening screen will appear. On the left side of the screen are the buttons that give you access to various options. These include **Available Jobs**, **Current Jobs**, **Personal Info**, **DND/Unavailable**, **Tutorial**, and **Log Out**.

Available Jobs

To view available jobs, click **Available Jobs**. SubFinder will display a list of all available jobs for which you qualify. If you have been specifically requested for one or more jobs, those jobs will appear first within the grid. To accept a job, click **Select** in the Job ID column.

Once a job has been selected, SubFinder will offer additional details related to the job. If Special Instructions were recorded, they will either be shown on this screen or a message will be displayed instructing you to call SubFinder to hear them. Site directions (if available) can be accessed by clicking the Site Directions hyperlink.

Depending on the specific job, you will be offered up to three options: **Reject Job**, **Accept Job**, or **Don't Accept Job**. Simply choose the one you desire.

- **Reject Job:** Indicates that you are not interested in this job. SubFinder will not offer this specific job to you again.
- **Accept Job:** Indicates that you are able and willing to fulfill this job request.
- **Don't Accept Job:** Indicates that you are not interested in accepting the job *at this time*.

SubFinder will return you to the list of available jobs and the specific job will be available to review and possibly accept at a later time (as long as another substitute does not accept it first).

If you choose to accept a job, SubFinder will display a message indicating success, provide you with the job number, and list any remaining jobs for which you are qualified to work. Remember to write down the job number for future reference.

Current Jobs

To view your current assignments, click **Current Jobs**. SubFinder will display all of your jobs in descending order based on the start date/time. Information displayed will include the Job ID, the employee for whom you will substitute for, the position, the site, and the dates and times of the job.

If Special Instructions and/or Site Directions are available for a particular job, they can be accessed by clicking the hyperlink in the appropriate column.

Canceling a Job

If you need to cancel a future job, click the button in the Job ID column. SubFinder will display the details of the job and ask you to verify that you do wish to cancel the job. You may also be asked to provide a reason for the cancellation. To proceed, click **Cancel Job**. If you do not wish to cancel the job, click **Don't Cancel**.

Personal Information

To review your personal information, click **Personal Info**. A screen will appear that includes your Name, SubFinder-assigned ID Number, PIN, and

Employee Number along with several tabs – General Info, Address, Certifications, Availability, Sites, and Positions.

General Information

The General Information tab displays your Home Site, Max Days to Work, Total Days Worked (for the current school year), Certified Job Days (for the current school year), Max Hours/Week, Hire Date, Date Added (the date you were added to the SubFinder system), and Certified/Classified status. This information can only be viewed; you cannot make any changes.

Address

The Address tab displays your address and telephone number. Depending on the permissions established by your district, you may be able to edit telephone number fields.

NOTE: If the district allows you to edit your telephone number, it is very important that you keep the information up-to-date or you will not receive calls from SubFinder. If the change is permanent, you must still follow the appropriate procedures required by the district to make changes to personal information.

Certification

The Certification tab displays any certifications you hold and their expiration dates. This information can only be viewed; you cannot make any changes.

Availability

The Availability tab displays your availability on a daily basis, Sunday through Saturday, and this information will have a direct affect on what jobs SubFinder can offer to you. Depending on the permissions established by your district, you may be able to edit the From, To, Minimum Hours and Maximum Hours fields.

Sites (This section not used.)

Positions (This section not used.)

DND/Unavailable

To manage your Do Not Disturb and Unavailable records, click **DND/Unavailable**. SubFinder will provide you with the options to add a new record and review/edit existing records.

Adding a Record

To add a new event, click Add Record, SubFinder will display the Add DND/Unavailable Record screen. **DND** and **Unavailable** records can be added for a portion of a day, a single day, or a date range. Furthermore, when specifying a date range, you can add a record for the same times every day (i.e. 5:00 am until 6:30 am) or indicate that the record should cover the entire period. Simply enter the Type, Start and End Dates and Time, and the Coverage.

Click **Add Record** to save the record and return to the initial DND/Unavailable screen with a message indicating success.

Reviewing/Editing Records

You can also review any DND or Unavailable records that have already been entered. To review records, enter the Start and End Dates and click **Review Records**.

A screen will appear with any DND or Unavailable records for the specified date range. Depending upon the dates and time for each record, you may be able to edit and/or delete the entry by clicking on the appropriate record's **Edit** or **Delete** button.

Tutorial

Click on **Tutorial** to begin an online video guide for SubFinder. The online video will open in a new browser window.

The video will begin playing when the screen opens and it finishes loading. It will play through the guide automatically until the end. Simply click on the "x" at the top of the screen to close the video.

Log Out

When you are ready to leave SubFinder, click **Log Out**. You will return to the SubFinder Log In screen.