



[▶ Subfinder Log-in](#)

*In Emergencies, if the web based subfinder program is down, call (877) 883-2683. (Please note that when it asks for your pin you will need to use your social security number).*

**If you use the subfinder in a timely manner when you are absent for any reason please disregard this notice. You don't need to read any further. Thank you.**

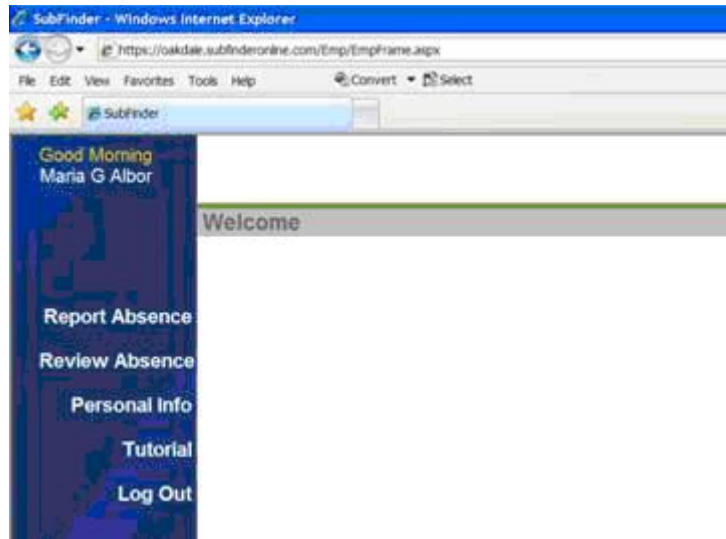
With the start of the new school year we continue to look for ways to use time effectively and employ subs in the most economic fashion. We still have some staff who repeatedly expect office staff to retain a sub for them, sometimes at the last minute. The subfinder is a very simple system and eliminates hours of additional time for office support staff which saves overtime and paying subs who are not needed. While we regret not being able to provide personal service to each teacher, the technology is very effective and efficient.

Curriculum and Instruction is strongly committed to maintaining quality services to all staff and students while making use of the few "time saving technologies" that are at our disposal. All staff will use the on-line process for securing a sub as early as possible and prior to 6:30 AM. Our students deserve quality subs who have enough time to prepare for the day.

Click on [▶ Subfinder Log-in](#) above.

- ▶ Enter your Username: This is your last name.
- ▶ Enter your password: This is your employee ID number minus the first two zeroes.  
**Your employee ID number is on your paystub immediately following "Employee Name".**
- ▶ Press the **Submit** button. This will open up the next window... **KEEP GOING. YOU ARE NOT DONE.**

**Please ask other teachers to assist you if you are struggling with this task**



- You may access a short tutorial OR click on **Report Absence**. Then a new screen will open up...

A screenshot of the "Report Absence" form in the SubFinder application. The form is titled "Report Absence" and contains several sections: "Start Date/Time" and "End Date/Time" (both set to 9/3/2010, 07:40 AM and 02:30 PM respectively), "Job info" (with the same date and time), "Reason" (set to "010 Sickness/Injury"), and "Job Type" (set to "Substitute Required"). There are also radio buttons for "Follow Employee Schedule" and "Same Time Daily". A "Special Instructions" section includes an "Attach File" button and a text area for "Enter Text-based Special Instructions". At the bottom, there are "Save Job" and "Cancel" buttons.

- Enter the date and time your **job starts** and the date and time your **job ends**.
- Select a **Reason** for your absence.
- The **Job Type** will default to *Substitute Required*.
- Any **Special Instructions** you wish your sub to receive may be entered.
- **REVIEW** the information before you click on **Save Job**.

*Please ask other teachers to assist you if you are struggling with this task*