

Substitute Online™

Go to www.substituteonline.com - 3 Click Absence

1

You must first Logon. The Logon screen should appear with the Logon button visible. *If you do not see the Logon button, you need to first adjust your System Monitor Properties to 800 by 600 pixels.*

The program requires your **Last Name** and **Password**. Click the **Logon** button when ready. The program assumes you are reporting a **New Absence**.

Click
1



2

The option to enter a new absence appears automatically.

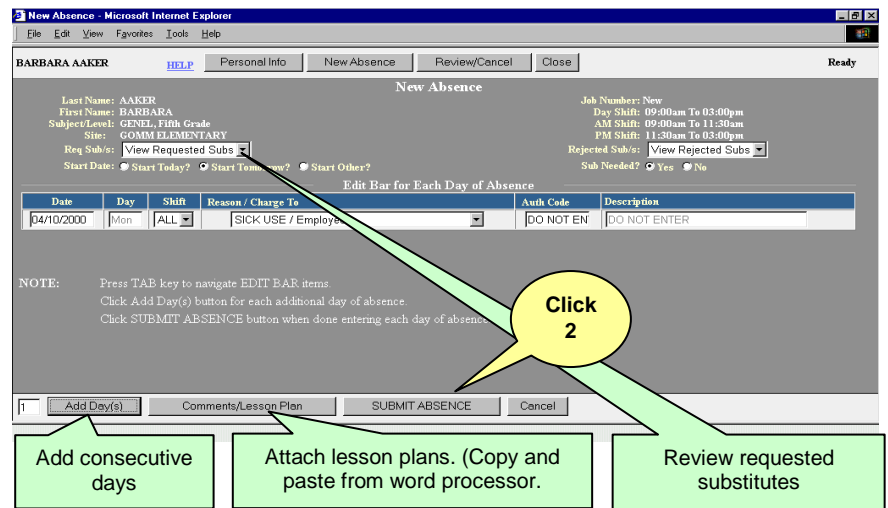
Barbara Aaker teaches 5th grade at Gomm Elementary. She is logging in on Sunday evening so the system assumes she will be absent tomorrow, Monday, ALL day shift due to SICK USE charged to her. She may make changes on this **Edit Bar** regarding the date, shift, and/or reason. If it is only for one day, she may click **SUBMIT ABSENCE** now.

Click
2

Add consecutive days

Attach lesson plans. (Copy and paste from word processor.)

Review requested substitutes



3

The 3rd and final click is to say OK if the confirmation screen is correct. Barbara will then receive a confirmation number.

Help is just a click away.

At any time she may click the Review/Cancel button to verify a sub or cancel an absence request

Click
3

