

To Review a DO NOT DISTURB

- Enter the start and end dates you wish to review. Then choose **Do Not Disturb** from the pull down menu.
- Once you have entered the appropriate information click the **Review** button.
- A box will appear at the bottom of the page where you can review the **Do Not Disturb** information.

To Edit the DO NOT DISTURB (follow the *Review a Do Not Disturb* instructions, then start with these instructions)

- Click the button with the date range you wish to edit.
- A box will appear at the bottom of the page where you can edit the Do Not Disturb information accordingly.
- Edit the start and end dates and times accordingly. Click the **Update** button. Then you will be taken back to the Do Not Disturb edit page.

To Remove the DO NOT DISTURB (follow the *Review a Do Not Disturb* instructions then start with these instructions)

- Click the button with the date range you want to remove.
- A confirmation will appear at the bottom of the page.
 - To remove the **Do Not Disturb**, click the **Yes, Please!** button. This will bring you back to the Do Not Disturb edit page.
 - To return to the **Do Not Disturb** edit page click the **No, Please Not!** button.

TUTORIAL

- All substitutes are encouraged to review the tutorial, which will walk you screen by screen through the features of WebConnect.

Log Out TO LOG OUT OF WEBCONNECT

Click the **Log Out** button to be logged out of the system.

Austin ISD



SUBSTITUTE WEBCONNECT INSTRUCTIONS

www.austinisd.org

A link to WebConnect can be found under the Quick Links on the left hand side of the main AISD website. It is titled "Substitute Finder".

You can log on to SubFinder via WebConnect to review current assignments, review available jobs, cancel a job, and review personal information. Your password or PIN# is the entire 9 digits of your social security number.

**WHEN ACCEPTING A JOB VIA WEBCONNECT,
ALWAYS WRITE THE JOB NUMBER DOWN
BEFORE DISCONNECTING.**

ACCESSING YOUR ACCOUNT

To gain access to your account, enter your last name in the “Last Name” field.

Next, enter your Personal Identification Number (PIN) in the “PIN” field. Remember, your PIN is your SSN.

After the above steps have been completed, click on the log in button, or simply press enter to complete process.

MAIN MENU

Available Jobs
Current Jobs
Personal Info
DND/ Unavailable
Tutorial
Logout

Available Jobs TO REVIEW AVAILABLE JOBS

SubFinder will show you any available jobs.

- To look at the job details, click on the **select** button, which is located in the first column under the title of **Job ID**.
- To look at special instructions click on Special Instructions after you have selected the job.
- To look at directions to the site, click on the **Site’s Direction**, which is located under Special Instructions.
 - If you want to accept the job, click the **Accept Job** button.
 - You will be prompted again confirming that you are **Accepting Job**.
 - You will then be returned to the main page for available jobs. You will see the message “job successfully selected” and given the job number. Please note the job number.
 - If you wish to return to the available jobs page, click the **Don’t Accept** button.

Current Jobs TO REVIEW CURRENT JOBS OR TO CANCEL A JOB

SubFinder will show you all current jobs that you have accepted and scheduled to work.

- To view Special Instructions click on **Special Instructions**, which is located to the right of the Job ID and under the title of Special Instructions
- To view directions to the site, click on the **Site’s Name**, which is located to the right of the job ID and under the title of Site.

To Cancel a Job.

- Click on the **Job ID Number** button, which is located in the first column under the title of Job ID.
- A confirmation page will appear.
 - To cancel the job, click the **Cancel Job** button. This will take you back to the current jobs page.
 - To return to the current jobs page without canceling the job, click the **Don’t Cancel** button.

Personal Info TO REVIEW PERSONAL INFORMATION

SubFinder will show the Personal Information Menu

- To review number of days worked for the year, click on **General Info**.
- To review your phone number and address, click on **Address**. To change your phone number, click in the telephone number box and update. The format is ###-###-####.
- To review your certifications, click on the word **Certifications**.
- To review the days of the week you can work, click on the word **Availability**.
- Your employee ID is located at the top of the page under the title **Substitute ID**. *Note: This ID is not used as the PIN when signing in.*

DND/ Unavailable TO REVIEW AND EDIT DO NOT DISTURB OR UNAVAILABLE

To Add an UNAVAILABLE Status

- Click the **Add Record** button.
 - Choose **Unavailable** from the pull down menu.
 - Enter the beginning and ending date and times.
 - If you want the unavailable set for the same time frame every day of the date range choose **same types daily**, or choose **total date range** if you want the unavailable for the whole date range.
 - Once you have entered the appropriate information click the **Add Record** button. This will take you back to the **DND/ Unavailable page**. At the bottom of the page it will tell you record was successfully added.

To Add a DO NOT DISTURB

- Click the **Add Record** button.
 - Choose **Do Not Disturb** from the pull down menu.
 - Enter the beginning and ending date and times.
 - If you want the unavailable for the same time frame everyday of the date range choose **Same Types Daily**, or choose **Total Date Range** if you want the unavailable for the whole date range.
 - Once you have entered the appropriate information click **Add Record**. This will take you back to the **DND/Unavailable** page. You will see a message at the bottom of the page saying your record was successfully added.

To Review an UNAVAILABLE

- First enter the start and end dates you would like to look at. Then choose **Unavailable** from the pull down menu.
- Once you have entered the appropriate information, click the **Review** button.
- A box will appear at the bottom of the page where you can review the **Unavailable** information

To Edit an UNAVAILABLE (follow the *Review an Unavailable* instructions, then start with these instructions)

- Click the button with the date range you wish to edit.
- A box will appear at the bottom of the page where you can edit the Unavailable information accordingly.
- Edit the start and end dates and times accordingly. Click the **Update** button. Then you will be taken back to the Unavailable edit page.

To Remove an UNAVAILABLE (follow the *Review an Unavailable* instructions, then start with these instructions)

- Click the button with the date range you wish to edit.
- A confirmation will appear at the bottom of the page.
 - To remove the **Unavailable**, click the **Yes, Please!** button. This will bring you back to the Unavailable edit page.
 - To go back to the Unavailable edit page, click the **No, Please Not!** button.