PLANO ISD SUBSTITUTE MOBILE APP INSTRUCTIONS

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In Chrome or Safari go to: <u>sub.pisd.edu</u>

- 1. Enter the last 4 digits of your social security number and your PIN
- 2. Click the Login button or hit Enter

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Last 4 of SSN 5555	
PIN	
Login	
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- 3. You will be directed to the Home Page
 - You can always return to the Home page by clicking the Home button at the bottom of the screen
 - You can Logout of the system by clicking the Logout button at the bottom of the screen

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Pre-Arranged Jobs

1. Click on Pre-Arranged Jobs to view your Pre-Arranged jobs

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- 2. You **MUST** accept all pre-arranged jobs.
- 3. To accept, please select the pre-arranged job

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04/30/14 - 05/02/14 7:15 AM - 3:	45 PM Mitchell Elementa	ry - Susanne Jones Kirk	A			
05/30/14 - 05/30/14 7:15 AM - 3:	45 PM Mitchell Elementar	ry - Therese A La Mour	e			3

- 4. Click on the Accept button to accept the pre-arranged job
- 5. Or click the Reject button if you don't want to accept the job

Start Date: 04-30-2014 End Date: 05-02-2014 Day Count: 3 Times: 7:15 AM - 3:45 PM Organization: Mitchell Elementary Location: Mitchell Elementary Employee: Susanne Jones Kirk Role: Elementary reacher Course-Section: E33702-305 Last Contacted: 84-29-2014		← Prearranged Jobs	Job 224223	
	0	Start Date: 04-30-2014 End Date: 05-02-2014 Day Count: 3 Times: 7:15 AM - 3:45 PM Organization: Mitchell Elementary Location: Mitchell Elementary Employee: Susanne Jones Kirk Role: Elementary Peacher Course-Section: E33706-305 Last Contacted: 04-29-2014		¢

Pre-Arranged Jobs Continued

- 6. A confirmation page will display.
- 7. Click on the Accept button to confirm your acceptance of the pre-arranged job

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Preamanged Jobs		Job 23	24223				
Start Date: 04-30-2014 End D- Day Cc Times: Organi Locatik Emplois Ender		Do you wish to	accept this jot	o?			
Course Last C		Accept	Cancel	ľ			

The Results page will display:

- 8. Click on Return to prearranged jobs
- 9. Or Return Home

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		Re	sult			_
Your job number is 224223. Please	take note of this ir	mportant informatio	n. Thank you	I for accepting this a	ssignment.	
Return to prearranged jobs						>
Return home						>

Search for Jobs

1. Click Search for Jobs to view available jobs

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Pre-Arranged Jobs							>
Search for Jobs							>
Accepted Jobs							>

A list of all available jobs you are qualified for will display

- 2. You can click on the refresh button at any time to refresh the list of available jobs
- 3. Click on the job to view more information and to accept the job

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← Home	Jo	bs				
03/31/14 - 06/06/14						>
05/15/14 - 05/16/14 Hughston Elementary	- Roxanne H Dillon -					>
05/22/14 - 05/23/14 Mitchell Elementary -	Susanne Jones Kirk -					>
05/30/14 - 05/30/14 Mitchell Elementary -	Susanne Jones Kirk -					>

Job Instructions

The Instructions option is only available if special instructions exist for the substitute

1. Select Instructions to view special instructions

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← Jobs Job 224227	
Job Title: Start Date: 05/15/14 End Date: 05/16/14 Day Count: 2 Times: 7:15 AM - 3:45 PM Organization: Hughston Elementary Location: Hughston Elementary Employee: Roxanne H Dillon Employee: Roxanne H Dillon	bSearchJobsDeta endent 🗋 TEAM
Role: Elementary Teacher	Instructions
Instructions This is a test. There are no special instructions for today.	
Course Info	

Job Course Information

- 1. Click Course Info to view the course.
- 2. Click the job number to return to job screen

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ob Title: start Date: 05/15/14 ind Date: 05/16/14 vay Count: 2	← Job 2 Hughsto	24227 on Elementary			
imes: 7:15 AM - 3:45 PM	Course	Section: READI	NG GR 4-403		
ocation: Hughston Elementary imployee: Roxanne H Dillon Role: Elementary Teacher	Period 07	Course	Description English Language Arts, grade 4		
structions	07	LA/ARTS GR 4	English Language Arts, grade 4		
24.22.2010-014-01-01-01-01-01-01-01-01-01-01-01-01-01-	06	INT CUR GR 4	Grade 4		
burse Info	08	INT CUR GR 4	Grade 4		
Accept Job	01	MATH GR 4	Mathematics, grade 4		
	01	MATH GR 4	Mathematics crade 4		

Accept Job

- 1. Click on the Accept Job Button to accept the job
- 2. A confirmation page will display. Click the Accept button to confirm your acceptance of the job.

← Jobs	Job 224227	
Job Title Start D End Di Day Cr Times Organi Locatic	Do you wish to accept this job?	
Role: Course	Accept Cancel	>

The Results page will display:

- 3. Click on Return to job list
- 4. Or Return home

Your job number is 224227. Please take note of this important information. Thank you for accepting this assignment. Return to job list	Result	
Return to job list	Your job number is 224227. Please take note of this important information. Thank you for accepting this assignment.	
	Return to job list	>
Return home	Return home	>

Accepted Jobs

1. Select Accepted Jobs to view a list of your accepted jobs

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2. You can select the job to view information about it or to cancel the job

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← Home	Accepted J	Jobs			
Job 224227 05/15/14 - 05/16/14 H	ghston Elementary - Roxanne H Dillon				>

3. Click on the Cancel button to cancel the accepted job

Accepted Job	Job 224227	
Sub Job ID Start Date: End Date: Day Count: Times: Organization: Location: Employee: Role: Date Accepted: Course-Section	224227 05-15-2014 05-16-2014 2 7:15 AM - 3:45 PM Hughston Elementary Hughston Elementary Roxanne H Dillon Elementary Teacher 05-12-2014 :: READING GR 4-403	
Instructions	>	
Report Absence	e	, ,
Cancel Job		

Accepted Jobs Continued

A cancellation confirmation page will display:

- 5. Select 'Yes' to confirm you wish to cancel the job
- 6. Select 'No' if you do not wish to cancel the job

← Accepted Jobs	Job 224227
Sub Joh ID 224227 Start D End D; Day Cc Times: Organi Locatic	Do you wish to cancel this job?
Employ Role: Date A Course	Yes No
Report Absence	>

Future Functionality

1. AT this time, PISD is not using the Report Absence method in this application to report substitute absences

← Accepted Jot	95	Job 224227	
Sub Job ID Start Date: End Date: Day Count: Times: Organization: Location: Employee: Role: Date Accepted: Course-Section	224227 05-15-2014 05-16-2014 2 7:15 AM - 3:45 PM Hughston Elementary Hughston Elementary Roxanne H Dillon Elementary Teacher 05-12-2014 READING GR 4-403		
Instructions		>	
Report Absence Cancel Job		>	

Job History

Warning: This process may take a long time to complete via the mobile application

1. Select Job History to view substitute job history

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Accepted Jobs						>
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2. Select the job to view more information

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← Home Job History	
04/08/14 - 04/08/14 8:00 AM - 4:30 PM Murphy Middle - Colleen & Feil	>
03/07/14 - 03/07/14 12:00 PM - 4:00 PM Bowman Middle - Ryan Nicholas Cole	>
02/25/14 - 02/25/14 8:00 AM - 4:30 PM Bowman Middle - Isabel Margarita Pawling	>

Change PIN

1. Select Change PIN to change your PIN number

Home	
Pre-Arranged Jobs	>
Search for Jobs	>
Accepted Jobs	>
Job History	>
Change PIN	>

- 2. Enter the new PIN number
- 3. Click the Save button

← Home	Change PIN
Current PIN: 803770	
New 6 digit PIN:	Enter new PIN
Save	
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