

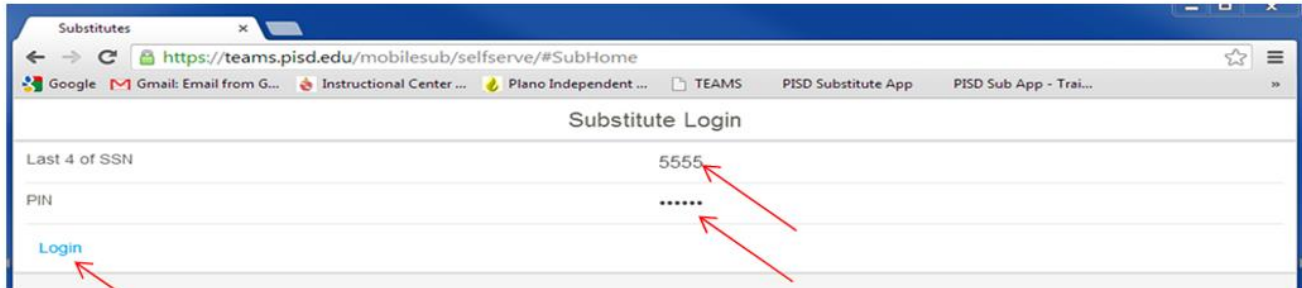
PLANO ISD SUBSTITUTE MOBILE APP INSTRUCTIONS

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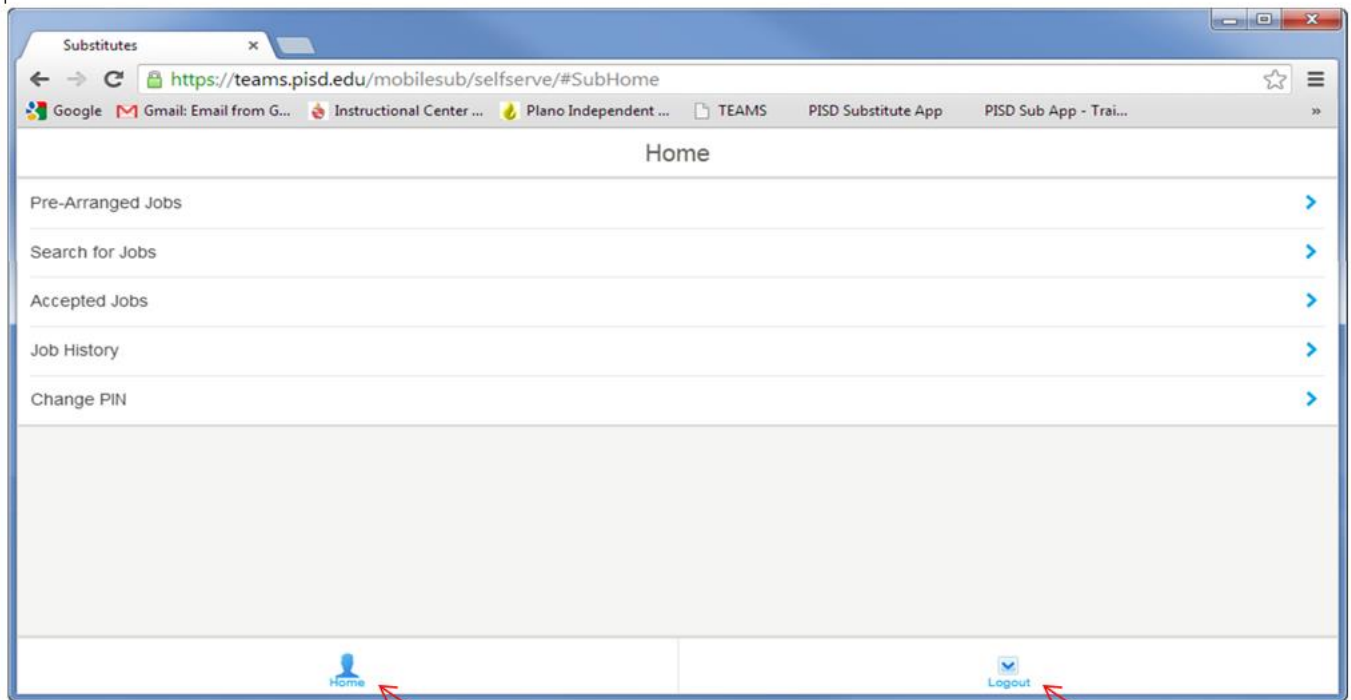
In Chrome or Safari go to: sub.pisd.edu

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



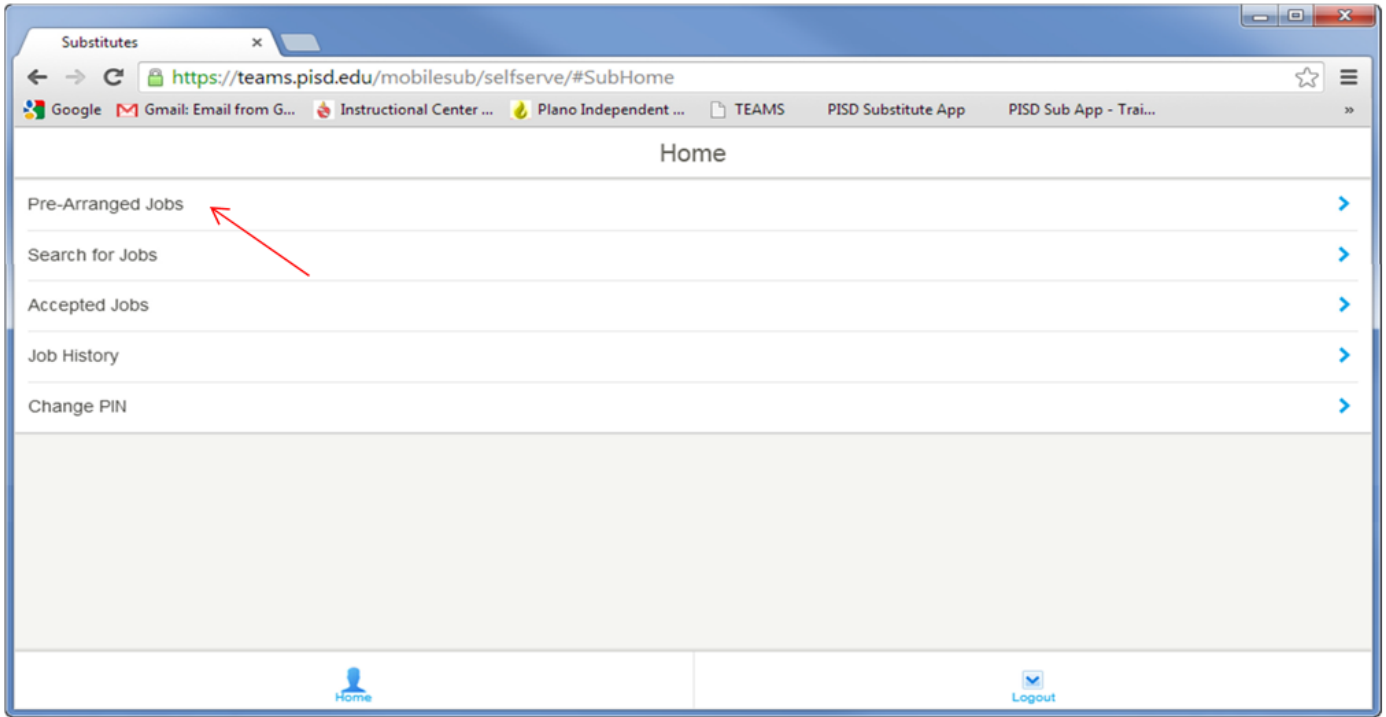
3. You will be directed to the Home Page

- 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

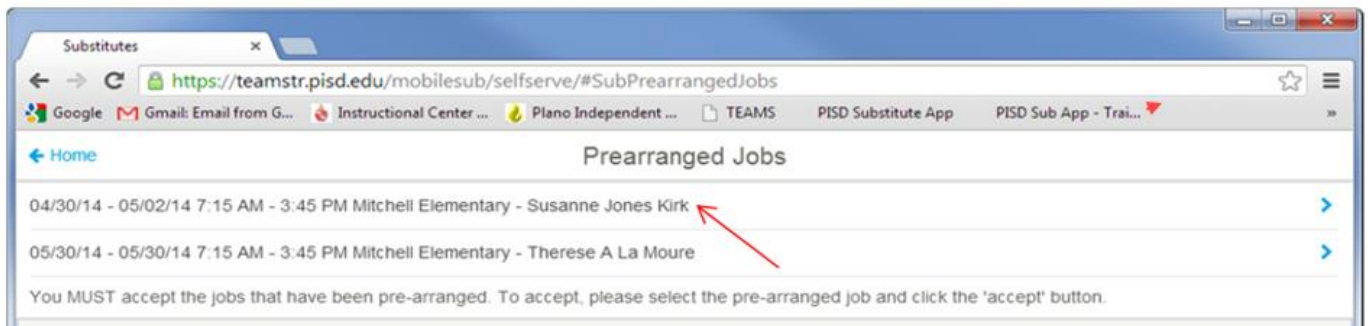


Pre-Arranged Jobs

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



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

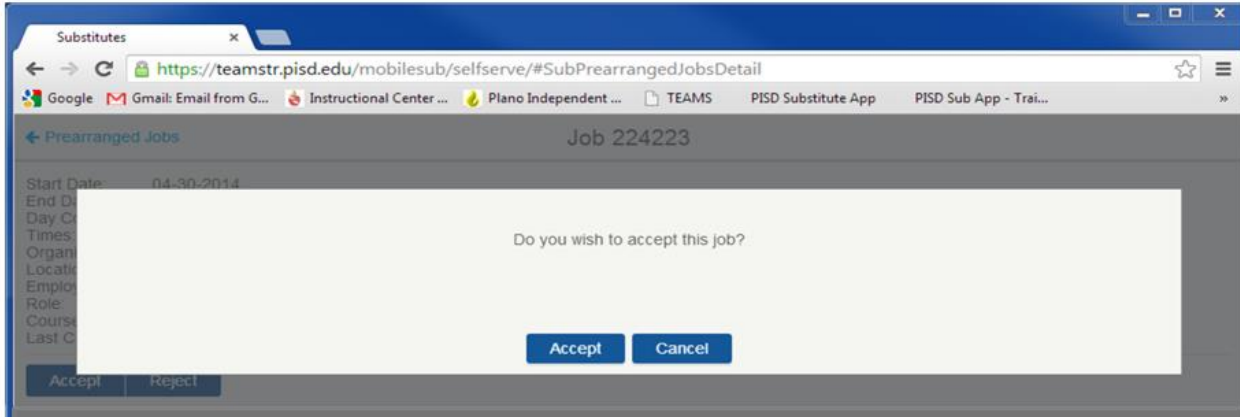


4. Click on the Accept button to accept the pre-arranged job
5. Or click the Reject button if you don't want to accept the job



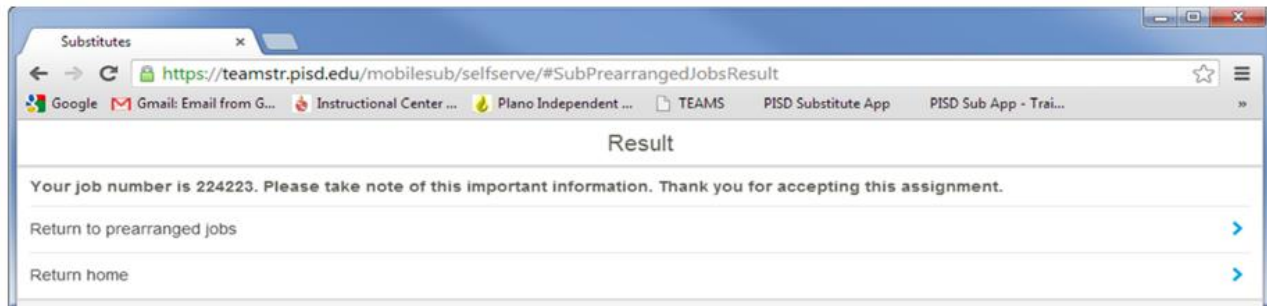
Pre-Arranged Jobs Continued

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



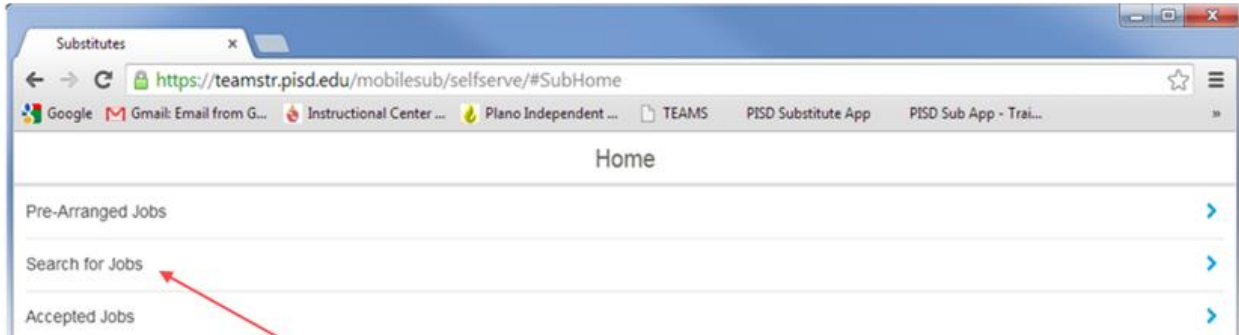
The Results page will display:

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



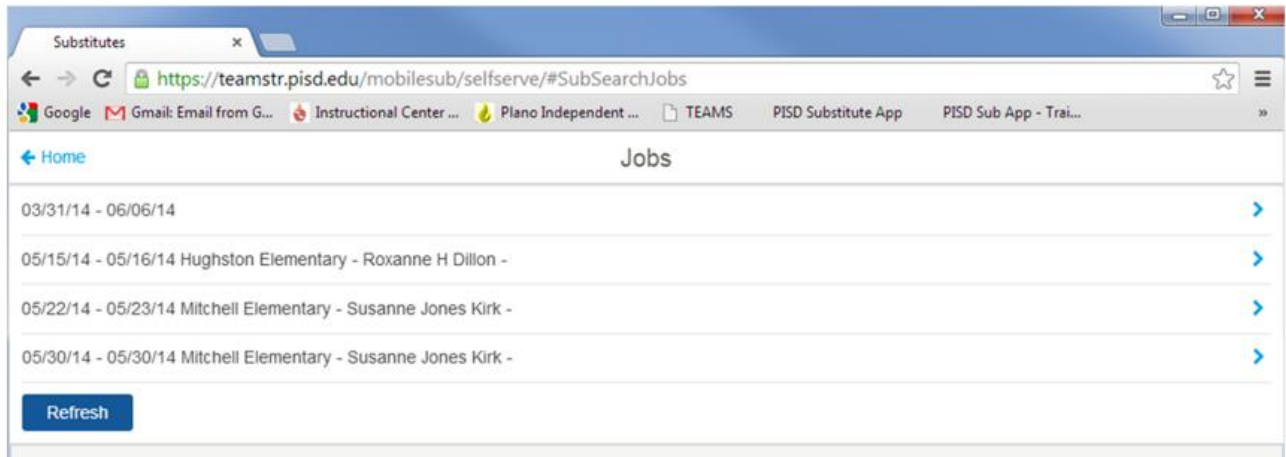
Search for Jobs

1. Click Search for Jobs to view available jobs



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

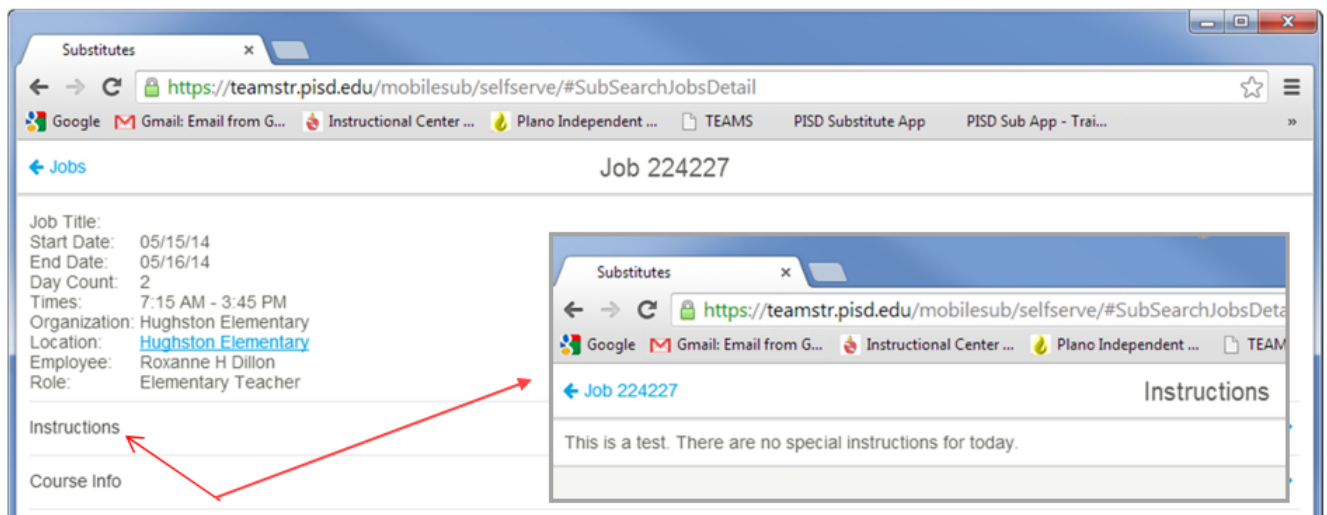
2. You can click on the refresh button at any time to refresh the list of available jobs
3. **Click on the job** to view more information and to accept the job



Job Instructions

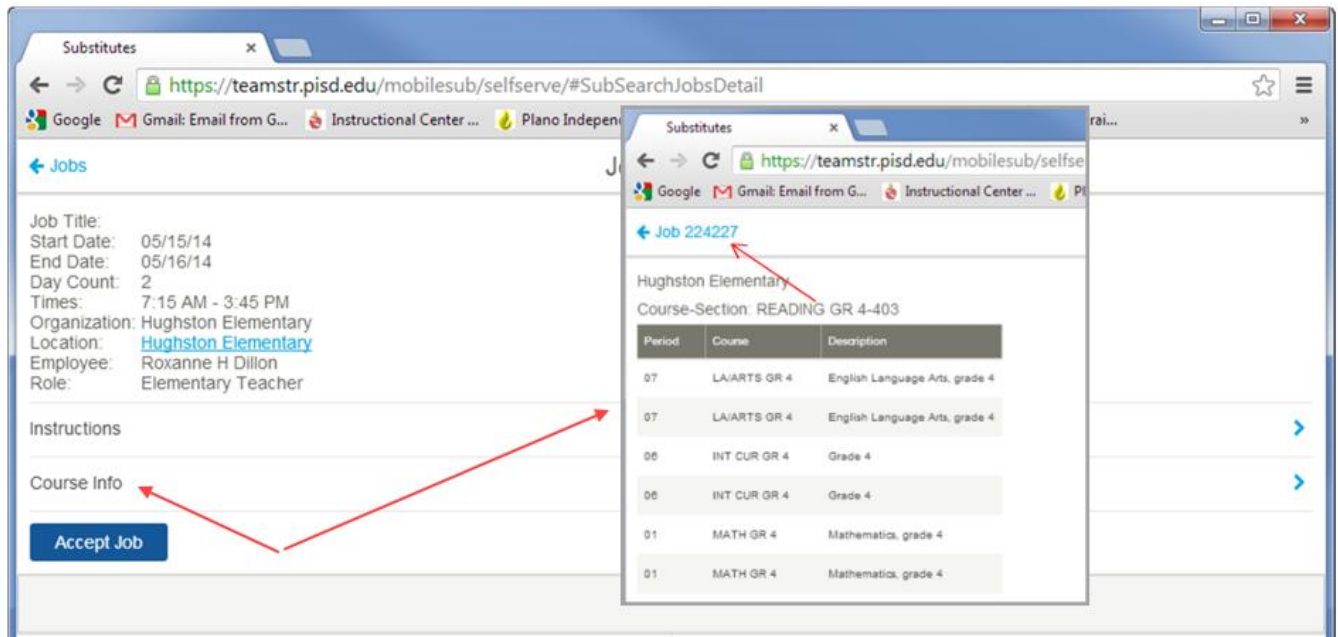
The Instructions option is only available if special instructions exist for the substitute

1. Select Instructions to view special instructions



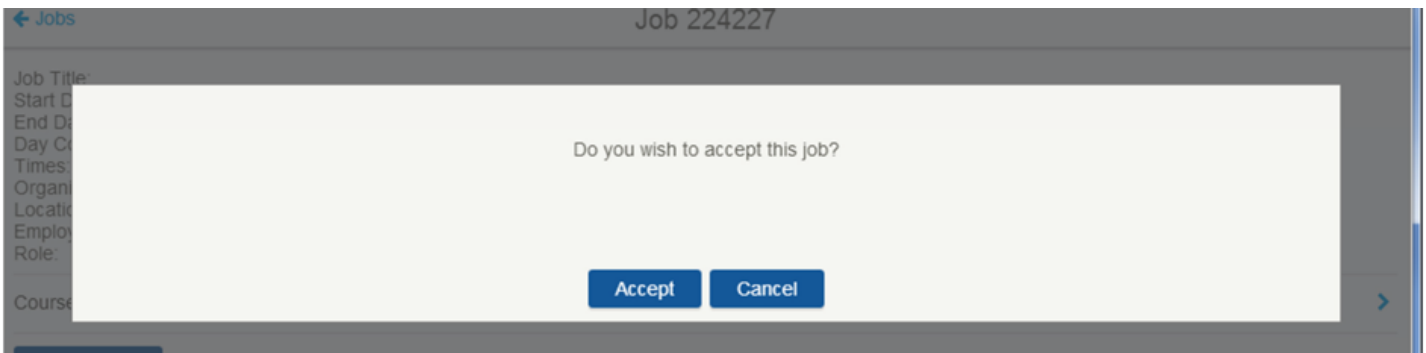
Job Course Information

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



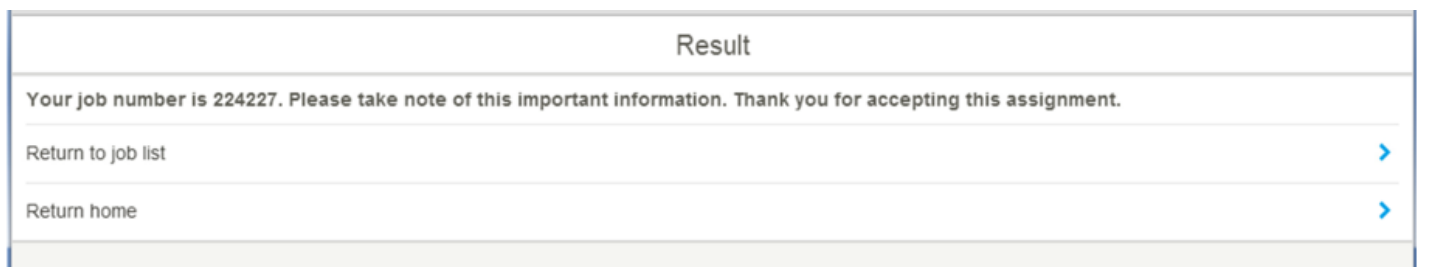
Accept Job

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.



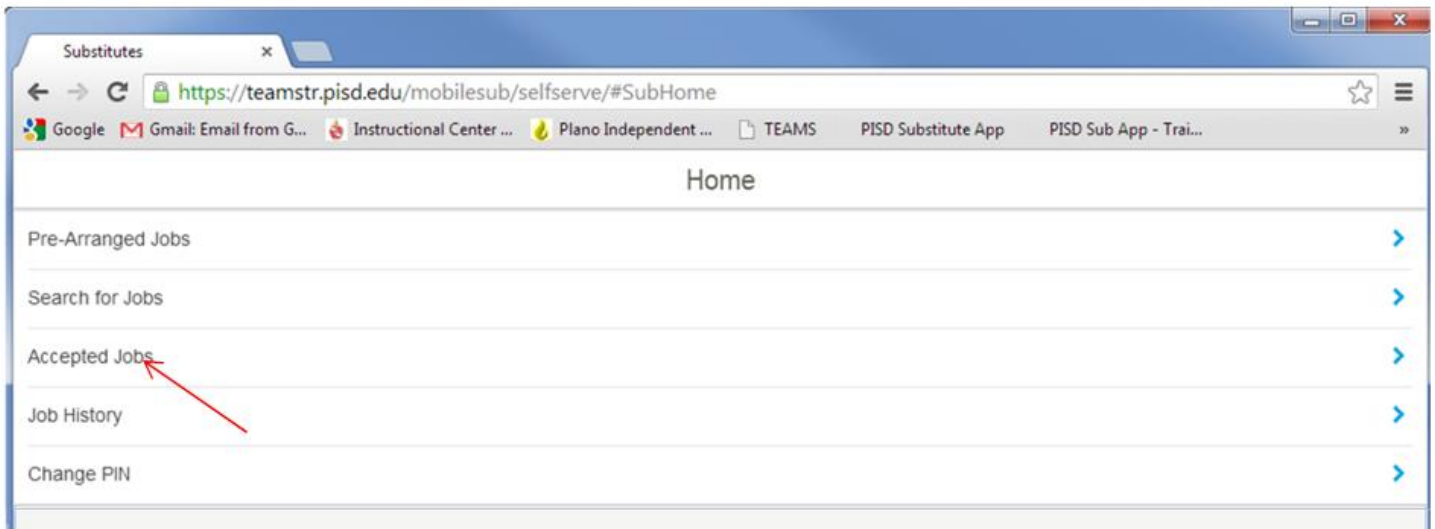
The Results page will display:

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



Accepted Jobs

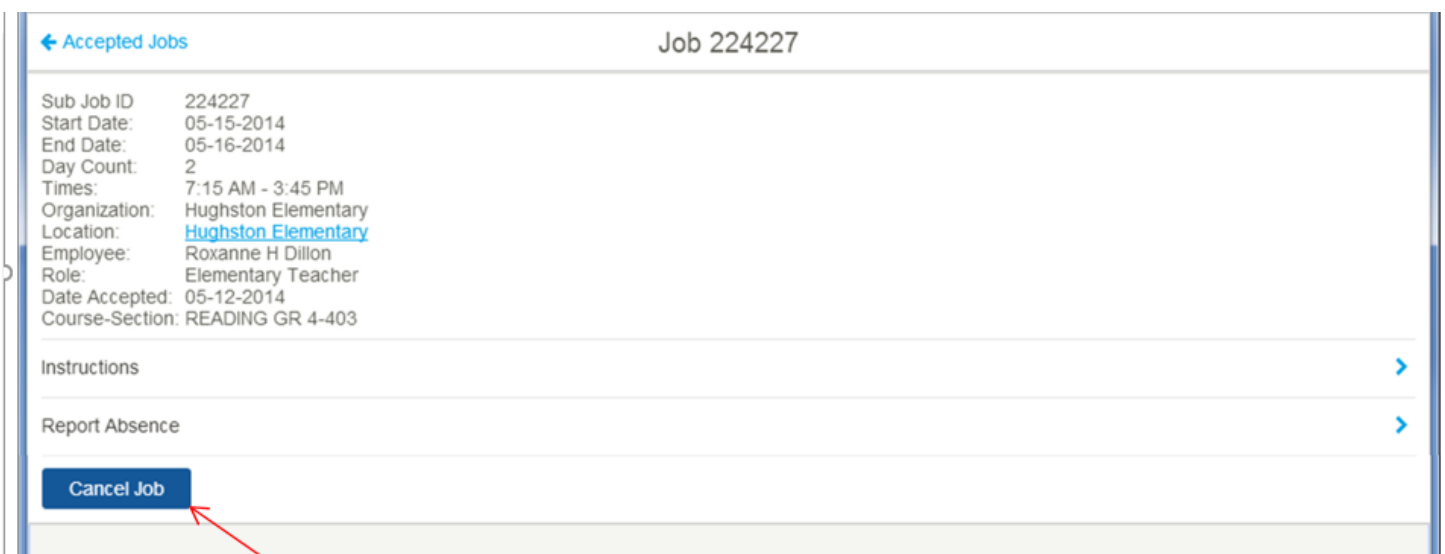
1. Select Accepted Jobs to view a list of your accepted jobs



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



3. Click on the Cancel button to cancel the accepted 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



Future Functionality

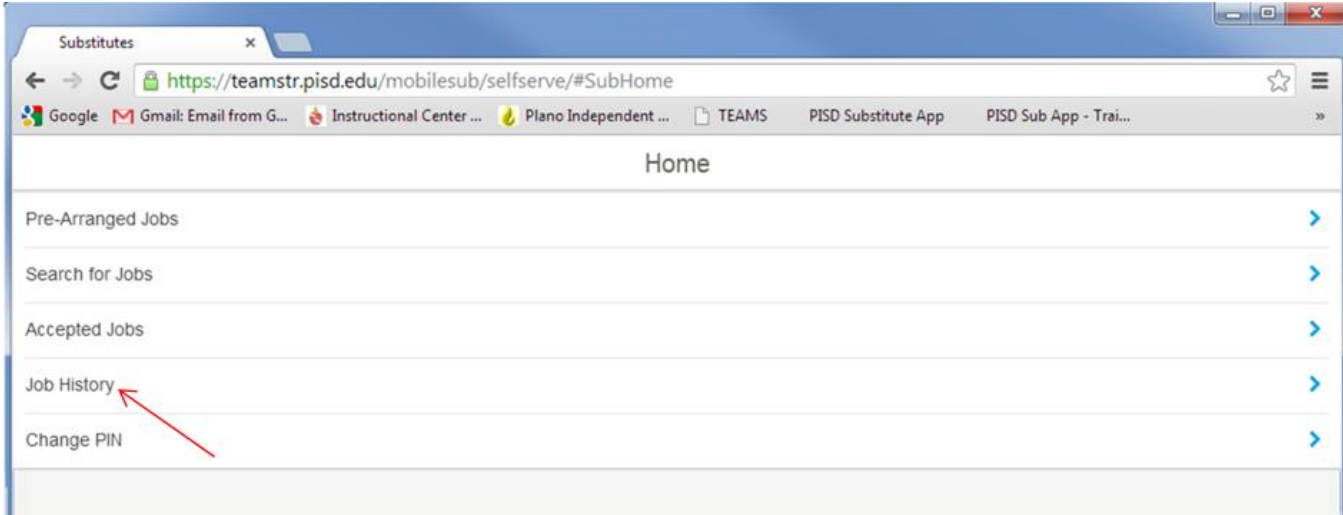
1. AT this time, PISD is not using the Report Absence method in this application to report substitute absences



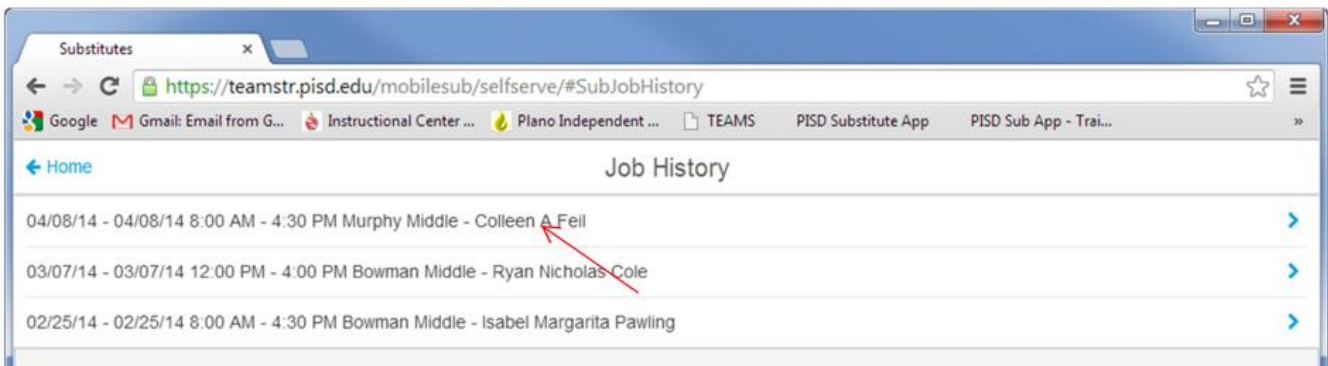
Job History

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

1. Select Job History to view substitute job history

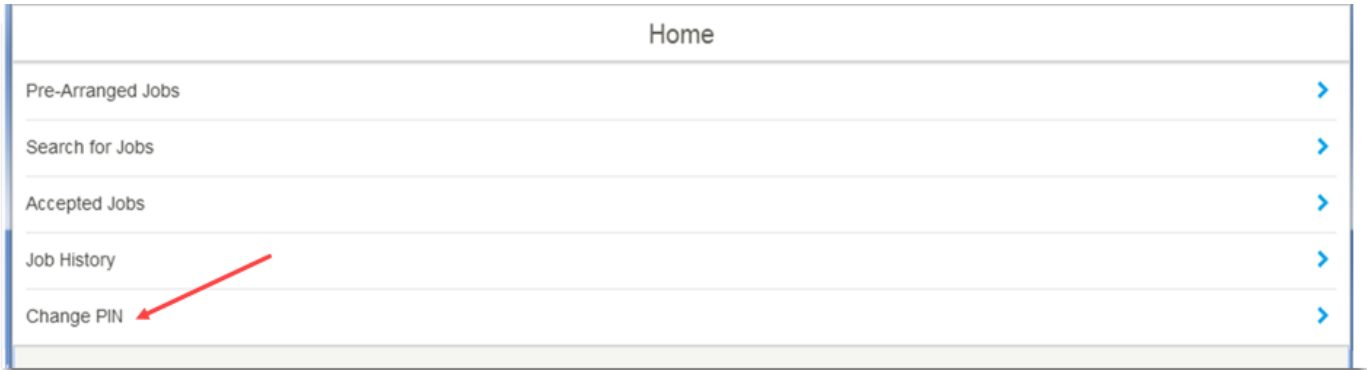


2. Select the job to view more information



Change PIN

1. Select Change PIN to change your PIN number



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

