



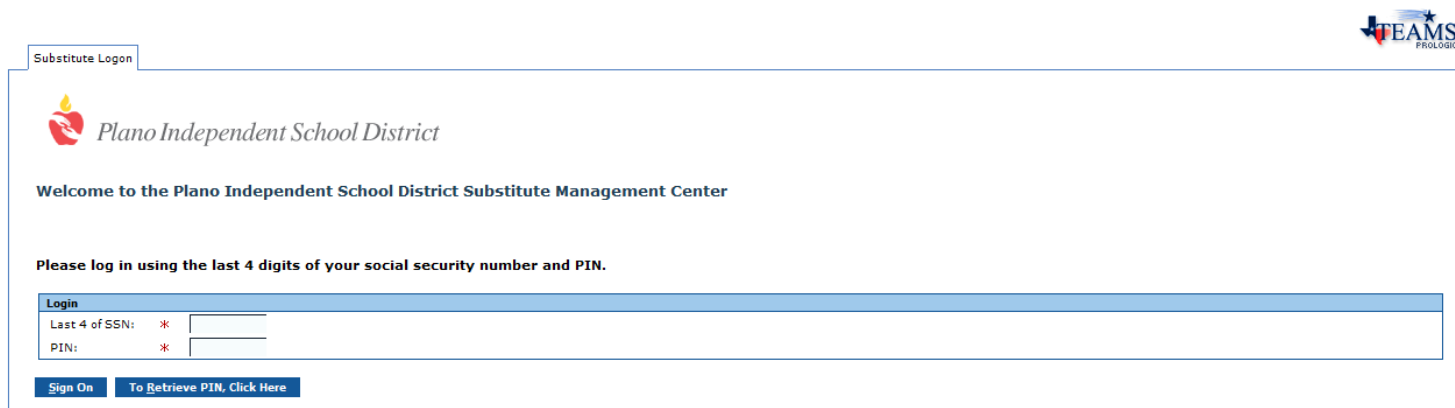
Substitute Management Center Manual

How to search for and accept assignments

To access Substitute Management Center, enter the following URL:

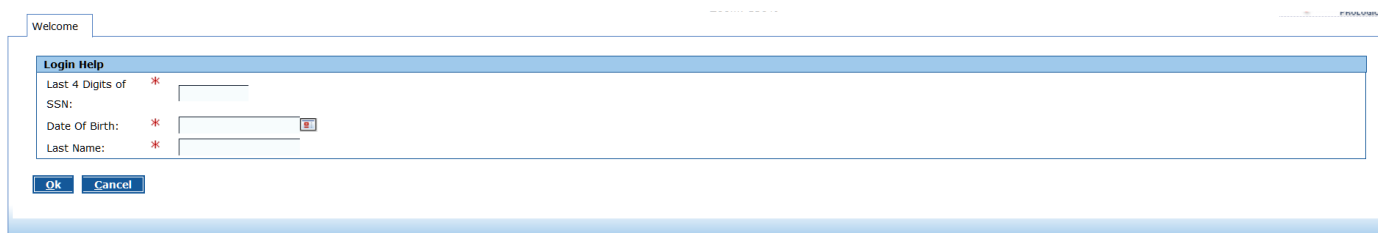
<https://oea.pisd.edu/employee/substitute/selfserve.do>

Log In – for first time users



The screenshot shows the 'Substitute Login' page for the Plano Independent School District. It features the district's logo and a welcome message. The login instructions state: 'Please log in using the last 4 digits of your social security number and PIN.' There is a 'Login' section with two input fields: 'Last 4 of SSN:' and 'PIN:'. Below these fields are two buttons: 'Sign On' and 'To Retrieve PIN, Click Here'.

- Select 'To Retrieve PIN'



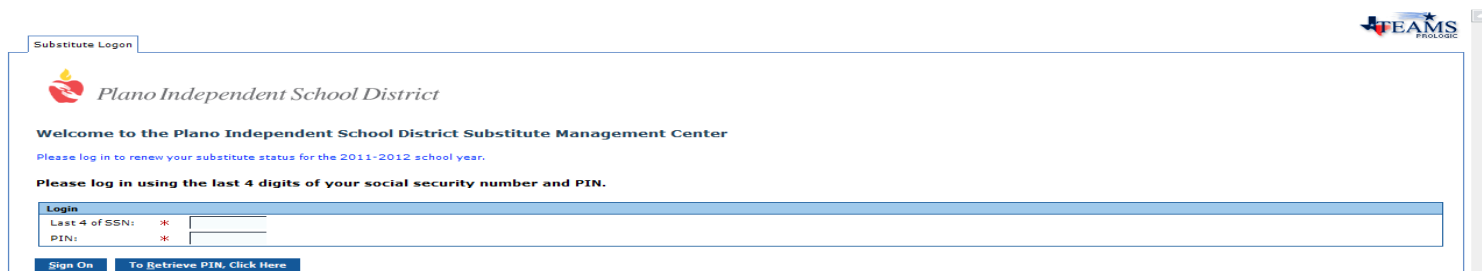
The screenshot shows a 'Login Help' dialog box. It contains four input fields: 'Last 4 Digits of SSN:', 'Date Of Birth:', and 'Last Name:'. There are 'Ok' and 'Cancel' buttons at the bottom.

- Enter last 4 of SSN
- Date of Birth
- Last Name
- Click "Ok"



The screenshot shows the 'EmployeeSubstituteSelfserveRetrievePin' page. It displays the message: 'For future reference your PIN is'. Below this message is a button labeled 'Click Here to Return to Login'.

- Record your Pin Number
- Click to return to login



The screenshot shows the 'Substitute Login' page for returning users. It features the district's logo and a welcome message. The login instructions state: 'Please log in using the last 4 digits of your social security number and PIN.' There is a 'Login' section with two input fields: 'Last 4 of SSN:' and 'PIN:'. Below these fields are two buttons: 'Sign On' and 'To Retrieve PIN, Click Here'.

- Enter last 4 of SSN
- Pin number

Pre-Arranged Jobs

The screenshot shows the TEAMS PROLOGIC interface for Pre-Arranged Jobs. On the left is a sidebar with a 'My Information' tab and a list of links including 'Pre-Arranged Jobs' (which is highlighted), 'Search for Jobs', 'Accepted Jobs', 'Job History', 'Change PIN', 'Availability', 'Preferred Locations', 'Location Restrictions', 'Subject Areas', 'Substitute Roles', 'Documents', 'Log Off', and 'Employee Service Center'. The main content area has a 'Pre-Arranged Jobs' tab. Below it is a table with columns: Job Start Date, Job End Date, Day Count, Location, Times, Employee, Role, and Date Last Contacted. There are dropdown arrows for each of these columns. Below the table are 'Accept' and 'Reject' buttons. At the bottom right of the table area, it says 'record count: 0 of 0'. The TEAMS PROLOGIC logo is in the top right corner.

- If you have pre-arranged jobs, you must accept the job (s) listed
- Highlight row, click 'Accept'

You will receive an email notification for the pre-arranged job. The link in the email notification will take you to the above page.

EXAMPLE EMAIL:

-----Original Message-----

From: hr <hr@district.net>

To:

Sent: Tue, Aug 23, 2011 1:28 pm

Subject: Pre-Arranged Substitute Opportunity

Please follow the link below to view and accept this Substitute Job opportunity with Plano ISD. [click here.](#)

Search for Jobs

Click on location to be directed to Google Maps
Place cursor over the 'I' to view special instructions

Place cursor on the 'C' and Click to see course (ie. Math)

- To view for open jobs, select “Search for Jobs”
- Select the job and click “Accept”

NOTE:

It is suggested you Click on “Refresh” as often as possible, to update the Search for Jobs information

Accepted Jobs

Jobs will be visible for only a short time in this screen. They will be move permanently to the Job History screen for you to access.

- To review accepted jobs, select ‘Accepted Jobs’. You will be able to see jobs on this screen for a limited time before the jobs are moved to “Job History”
- Select the row and click ‘Cancel Job’ to cancel. Please contact the campus office manager to inform them that you have canceled a previously accepted job

NOTE:

The system will not allow cancellations less than 24 hours before an assignment. You must contact the campus office manager to remove you from the assignment.

Job History

My Information

Pre-Arranged Jobs
Search for Jobs
Accepted Jobs
Job History
Change PIN
Availability
Do Not Disturb
Location Restrictions
Subject Areas
Substitute Roles
Documents
Log Off
Employee Service Center

Substitute Jobs History

Substitute Jobs History
Sort | Clear Sorted by: (default)

Substitute Job Id	Job Start Date	Job End Date	Organization	Location	Times	Employee	Role
315277	04-16-2015	04-16-2015	Clark H.S.	Clark High	8:30 AM - 12:30 PM	Cheryl D Potts	Secondary Teacher
315278	04-16-2015	04-16-2015	Plano Senior High	Plano Senior High	1:00 PM - 5:00 PM	Cheryl D Potts	Secondary Teacher
313571	04-15-2015	04-15-2015	Clark H.S.	Clark High	12:31 PM - 5:00 PM		Secondary Teacher
317839	04-15-2015	04-15-2015	Clark H.S.	Clark High	8:30 AM - 12:30 PM	Evelyn Clarke Gibson	Secondary Teacher
316329	04-14-2015	04-14-2015	Jasper H.S.	Jasper High	8:30 AM - 5:00 PM	Pornjai Paula Taychameekiatchai	Special Education Teacher
309215	04-13-2015	04-13-2015	Jasper H.S.	Jasper High	8:30 AM - 4:00 PM	Dianis Elizabeth Craig	Secondary Teacher
311503	04-10-2015	04-10-2015	Vines H.S.	Vines High	8:30 AM - 12:30 PM		CTE Work-Based Learning Teacher
311504	04-10-2015	04-10-2015	Plano Senior High	Plano Senior High	1:00 PM - 5:00 PM		CTE Work-Based Learning

Cancel Job Next 60 days Previous 60 days

- To view jobs worked, select 'Job History'
 - On this screen you will only be able to see approximately 10 jobs at a time
 - Click on "Next 60 days" to review past jobs and "Previous 60 days" to review future jobs
 - Highlight row and click 'Cancel Job' to cancel future jobs
- Please contact the campus office manager to inform them that you have canceled a previously accepted job

NOTE:

To print the Job History page, place the cursor within the displayed jobs and right-click to save as an excel document.

Change PIN

My Information

Pre-Arranged Jobs
Search for Jobs
Accepted Jobs
Job History
Change PIN
Availability
Preferred Locations
Location Restrictions
Subject Areas
Substitute Roles
Documents
Log Off
Employee Service Center

Change Pin

Change Pin
Current PIN: 395298
New 6 digit PIN: *
Save

Plano ISD is not utilizing the TEAMS substitute calling system, therefore any changes made here will not be reflected in the actual calling system.

- To change your pin number, select 'Change PIN'
- Enter a 6 digit number and click 'Save'

NOTE:

The pin number must be 6-digits and unique to TEAMS. Alpha values will not be accepted.

Best Practice: Changing your pin number is not recommended.

Availability

- Select the day you wish to mark unavailable
- Click 'Available'
 - Question displays: 'Are you available any portion of this day?' Yes or No
 - If Yes; 'Designate the time for which you are unavailable' (start and end)

Subject Areas – Teaching Roles

Displays all Subject Areas for job assignments

- To remove a Subject Area listed, select the Subject Area and click the 'Remove' button
- To view certification information, please go to ESC (same site as payroll information) under "My Employment Records" and select "My Certification"

NOTE:

The Subject Areas are specific to teaching jobs.

Best Practice: Removing subject areas is not recommended as it will limit your job selections

Substitute Roles – Assistant and Clerical Roles

My Information

Pre-Arranged Jobs

Search for Jobs

Accepted Jobs

Job History

Change PIN

Availability

Do Not Disturb

Location Restrictions

Subject Areas

Substitute Roles

Documents

Log Off

Employee Service Center

Selected Substitute Roles

Sort | Clear Sorted by: (default)

Role Names

Student Worker

Substitute Admin Office/Clerical

Substitute Adult Temp

Substitute Bilingual Assistant

Substitute Bus Driver

Substitute Campus Office/Clerical

Substitute Classroom Assistant

Substitute Deaf Ed Teacher-Licensed

Substitute ESOL Assistant

Substitute Hospital/Homebound Teacher-Licensed

Substitute ISS Assistant

Substitute Librarian - Licensed

Substitute Library Assistant

Substitute Nurse - Licensed

Substitute OT/PT-Licensed

Substitute PE Assistant

Substitute PPCD Assistant

Substitute SLP - Licensed

Substitute Special Ed Assistant

record count: 19 of 19

Remove

- Displays all Substitute Roles for job assignments
- To remove a Substitute Role listed, select the Substitute Role and Click the 'Remove' button

NOTE:

The Substitute Roles are specific to clerical, classroom assistant and licensed professionals.

Best Practice: Removing substitute roles is not recommended as it will limit your job selections

Documents

TEAMS PROLOGIC

My Information

Documents

Substitute Forms

Letter of Reasonable Assurance

Log Off

Employee Service Center link

- The documents page displays the current substitute renewal documents
- You may access the Employee Service Center to view pay information
- Log Off when finished

Have a great year!

Substitute Office
substitute@pisd.edu

