



Employee Registration

San Luis Coastal Unified School District

1. We are switching to a new substitute calling system on October 15, 2007. All employees and substitutes must register with the new system before that date. Using a touch-tone phone, call SubFinder at **866-223-6101 (toll free number)**.
2. SubFinder will identify itself and ask you to enter your Employee Identification Number followed by the # key. Enter your Employee ID using the touch pad of your telephone. This number is listed on the Webconnect page under your name.
3. Once you have entered your Employee ID and pressed the # key, SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your name clearly, as you want it to be heard by other people using the system. When you are done speaking, press the # key. After pressing the # key, SubFinder will play your recorded name back to you for verification. If it is correct, press 1. If you want to re-record your name, press 2 and repeat this step again.
4. Once you have recorded your name and accepted it, SubFinder will play your Main Menu. Please choose option 4 - To Review Personal Information. If any of the information is incorrect, contact Debbie Jergens at (805)549-1235 or email her at djergens@slcusd.org. For further information, please refer to your Employee Reference Card.
5. Congratulations, you are now registered!

Please Note: You must use a touch-tone phone to access the SubFinder system.