

SubFinder™ System

for

SAN LUIS COASTAL UNIFIED SCHOOL DISTRICT

EMPLOYEE WEBCONNECT INSTRUCTIONS

WEB ADDRESS:

www.slcusd.org or

<https://sanluis.subfinderonline.com/login/login.asp>

GO TO SLCUSD WEB SITE CLICK ON SUBFINDER LOGIN

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You can log on to SubFinder via WebConnect to review current assignments, review available jobs, cancel a job, and review personal information.

WHEN RECORDING AN ABSENCE VIA WEBCONNECT, ALWAYS WRITE THE JOB NUMBER BEFORE DISCONNECTING.

ACCESSING YOUR ACCOUNT

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

Next, enter your Employee Number in the Password Field. This number is a number that has been assigned to you by the district office.

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

YOUR MAIN MENU

Report Absence
Job Review
Personal Info
Logout

Report Absence TO REPORT AN ABSENCE

- Step One
 - To report an absence click the **continue** button.
 - To go back to the main page click the **cancel** button.
- Step Two
 - Fill out the date and time for the absence in the given areas. The format for the date is dd/mm/yyyy, and the format for the time is standard time, be sure to add AM or PM.
 - To continue adding the absence click the **continue** button.
 - To go back to the main page click the **cancel** button.
- Step Three
 - Choose a reason from the pull down menu next to the word reason.
 - To continue adding the absence click the **continue** button.
 - To go back to the main page click the **cancel** button.
- Step Four
 - Choose one of the following: substitute is required, request a substitute,

prearrange a substitute, or no substitute required from the pull down menu next to the word Job Type.

- To continue adding the absence click the **continue** button.
- To go back to the main page click the **cancel** button.
- Step Five (only used if requesting or prearranging a substitute)
 - If you are requesting or prearranging a substitute you will need to choose a substitute by their substitute ID, substitute number, or substitute name. Do this by clicking the circle in front of the one you would like to use. If you are using substitute ID or number type in the number, if using substitute name choose one from the pull down menu next to the word substitute name.
 - To continue adding the absence click the **continue** button.
 - To go back to the main page click the **cancel** button.
- Step Six
 - Confirm the information for the absence.
 - If everything is ok and you want to report the absence click the **confirmed, add job** button.
 - If everything is not ok and you want to start from the main page click the **cancel** button.
- Special instructions.
 - Click the **yes** button to add special instructions.
 - Type your special instructions in the box given.
 - Click the **save job message** when you are done adding the instructions.
 - A message will appear on the top of the page "message saved".
 - Click the **exit** button to go back to the main page.
 - Click the **no** button if you have no special instructions for the job. This will take you to the main page.

Job Review TO REVIEW CURRENT JOBS OR TO CANCEL A JOB

To review jobs.

You can filter by the substitute that is working for the job, by date, by if a substitute is needed, requested, prearranged, or not needed, and the status of the job, filled, unfilled, canceled.

Add a check mark by the filters you would like to filter by. You do not have to filter if you do not wish.

Click the **Run Request** button to see the jobs.

To cancel a job.

- First review jobs. Then to cancel the job click the **cancel** button under the job number for the job.
- A box will appear to confirm that you want to cancel the job. To cancel click the **ok** button. To go back to the review jobs page click the **cancel** button.

Personal Info TO REVIEW PERSONAL INFORMATION

SubFinder will show the Personal Information Menu

- To review the site, position, and job hours click on the words **General Info**
- **At this time we are not using the address, certifications or leave control.**

LogOut TO Log Out of WebConnect

Click the LogOut Button and you are logged out of the system.