



Substitute 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.
2. Using a touch-tone phone, call SubFinder at **866-223-6101**.
3. 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. **The Employee Identification Number has been given to you by Personnel.**
4. 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.
5. Once you have recorded your name and accepted it, SubFinder will play your Main Menu. Please choose the option To Review Personal Information. Pay particular attention to options 1 – To Review Your Phone Number and 3 – To Review the Days of the Week You are Available to Work. If any of your personal information is incorrect, contact Debbie Jergens at (805)549-1235. For further information, please refer to your Substitute Reference Card
6. Congratulations, you are now registered!

PLEASE NOTE: YOU MUST USE A TOUCH-TONE PHONE TO ACCESS THE SUBFINDER SYSTEM. Remember you can't be called by SubFinder until you register!!!!