

How to Login to PowerSchool as a Substitute Teacher

Revised 10-25-2013

STEP 1: Login into Novell : In most cases, your UserID consists of the first initial of your first name followed by your last name. Example Mary Wagner's UserID would be **mwagner**.

The first time you login to the Novell network, the temporary value for your password will be your Employee ID (a six digit number, starting with 3). Enter the temporary password and click OK. Next, the Novell network will prompt you to update a password. Please remember this new confidential password as you will need it every time you log into the network.

Please Note: If you have any problem logging in, please call the Information Services & Technology Help Line at: 549-1310 or the Power School Help Line at 549-1313.

STEP 2: Login to Power School:

Either click the START button on the lower left-hand corner of your computer's desktop and scroll to Power School for Subs or go the Internet Explorer and enter the following

Website address: <http://sis.slcsud.org/subs> Note: The web address does NOT begin with www.



PowerSchool

School:	<input type="text" value="Select the school..."/>
Teacher:	<input type="text"/>
Password:	<input type="password"/>

Select the school site from the drop-down menu.











Select Teacher you are subbing for from the drop-down menu.

Enter confidential password which will be given to you by the school secretary (each site has a different password). Click Enter button.

Substitute for Jennings, Kyle H

Click on chair to take attendance

Click on knife & fork for taking lunch count at the elementary level

1(A)	Health 8		
2(A)	Health 8		
3(A)	Health 8		
4(A)	Health 8		
6(A)	Health 8		

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Click on the chair to take attendance or the silverware to submit lunch counts for each class.

When you are finished, click the 'Logout' button above.

Never allow students on the teacher's computer-when you are logged in. **Be sure to log off before student use of teacher computer.**

You will have to take attendance each period at the middle and high school levels. Teacher's computer will require you to login after 30 minutes of inactivity, so you will need to login again each period.

At the elementary schools, you only need to take attendance first thing in the morning. Any student who is tardy should be sent to the office if they have not checked in at the office before arriving in class.

All students are marked Present by default with a blank field. Select Unverified Absence from the drop-down menu then click the blank field next to the student to mark them absent.

Record Meeting Attendance

Word Processing - 4(B)

Current attendance code: UNV (Unverified Absence)

(Present)
UNV (Unverified Absence)
UTD (Unexcused Tardy)

Student Name	

Submit

Click Submit.






Note: You must click Submit even if all students are present.

To change an Absence to a Tardy or Present mark, select the appropriate code from the drop-down menu. Click the field next to student's name to make the change. Click Submit.

How To Take Lunch Count –Elementary

Click on knife and fork to take lunch count.

Current Classes

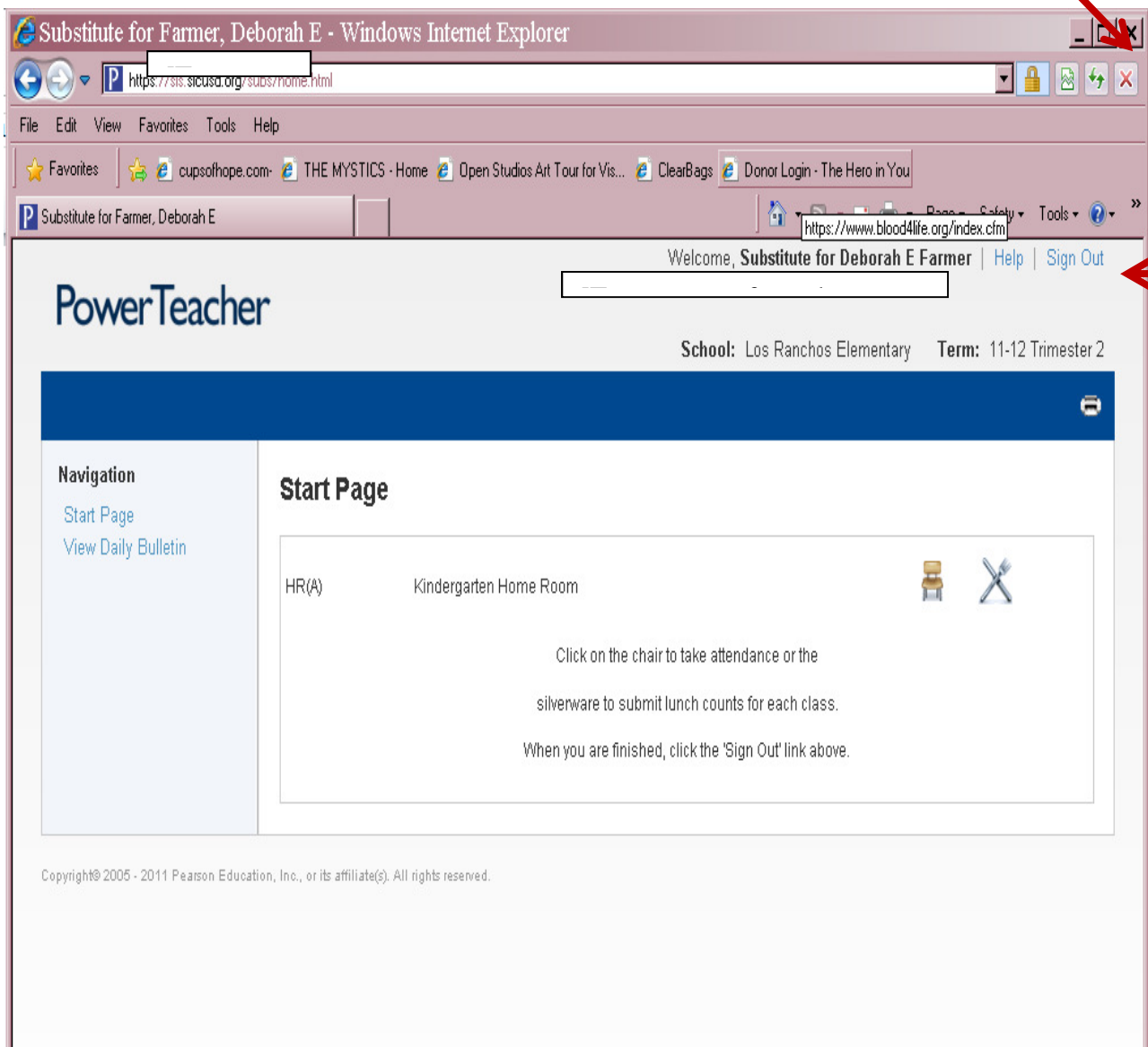
1(A) 2nd Grade Subjects DEEGAN     

Enter the total number for the appropriate selection. Then Submit.

Student Main Entrée

Adult Salad #2

Do not use the 'X' (If you close using 'X' you will be locked out for 2 hours)



Substitute for Farmer, Deborah E - Windows Internet Explorer

https://sis.sic.edu/subs/home.html

File Edit View Favorites Tools Help

Substitute for Farmer, Deborah E

Welcome, **Substitute for Deborah E Farmer** | [Help](#) | [Sign Out](#)



PowerTeacher

School: Los Ranchos Elementary Term: 11-12 Trimester 2

Navigation

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Start Page

HR(A) Kindergarten Home Room  

Click on the chair to take attendance or the silverware to submit lunch counts for each class.

When you are finished, click the 'Sign Out' link above.

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Do use 'Sign Out'