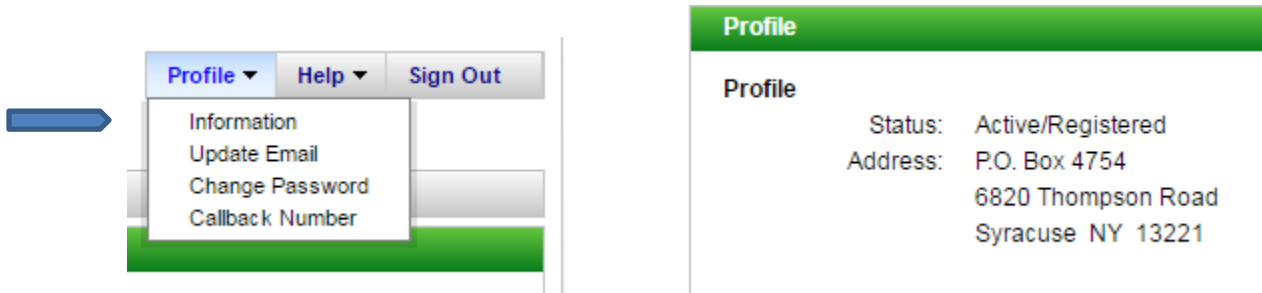


PROFILE MAINTENANCE

Main Screen:

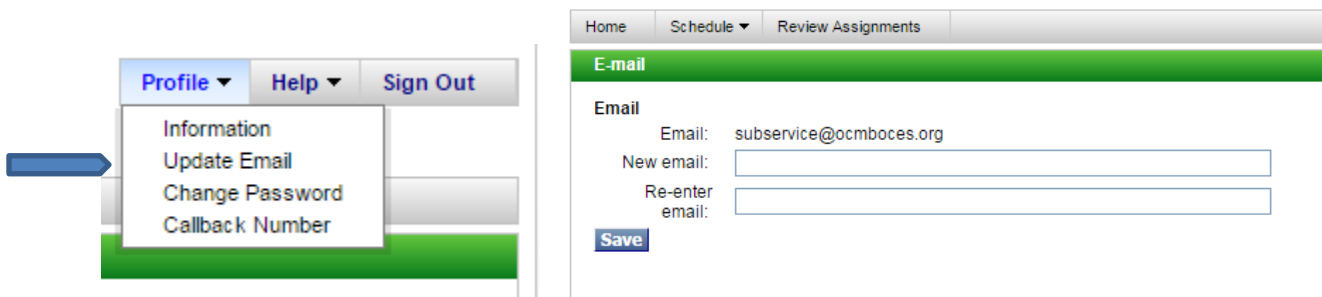


Information: This is your information provided by the District for profile creation.



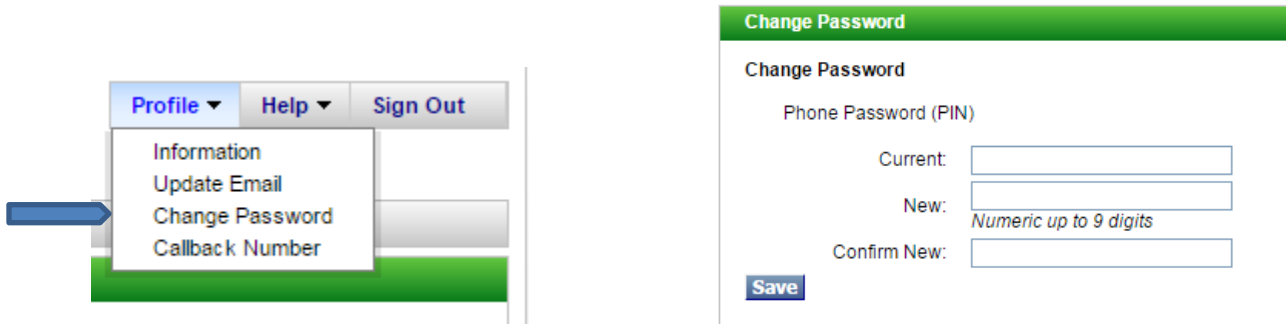
Update Email: It is your responsibility to update your email. All email notices will be generated by the system and sent to this address. Emails notifications are listed.

Substitute	Employee
Job Acceptance	Job Creation
Job Cancellation – system will also call	Job Cancellation
Job Modification – any changes, documents or instructions added, change of times.	
Reminder - 3 days prior to assignment a reminder is sent as the system fills jobs for the entire school year	



Change Password: Your PIN can be changed as often as you would like.

Note: Your Access ID will always remain the same, even if you change roles within the system.



Call Back Number: This will only appear on the substitute profile. This phone number is used by the system to offer jobs. This number can be changed as often as you would like.

Also under this tab is the:

Do Not Call Unit: This feature allows you to enter a time (end of call-out period) If you do not want the system to call for a specific period of time. This is a temporary Do Not Call and will expire after the time entered.

