# ON-LINE WELCOME SCREEN - SUBSTITUTE

I have highlighted some of the features starting with the look of the Welcome Screen where you will Log-In. Please note the Welcome Box has a scroll bar so you can see the additional messages posted. We have also started to use CAPTCHA for additional security measures.

CAPTCHA Purpose: To provide additional security and flexibility for the site. Captcha v2 has been added to the login page to improve security when logging into the site.
Users *will not* need to answer the validation questions every time they login.
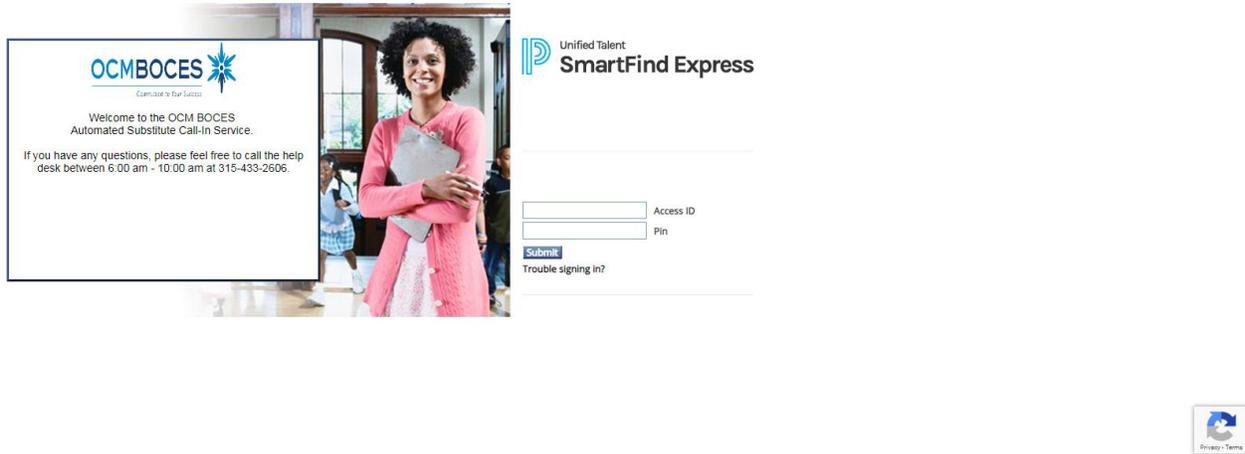
HOME PAGE
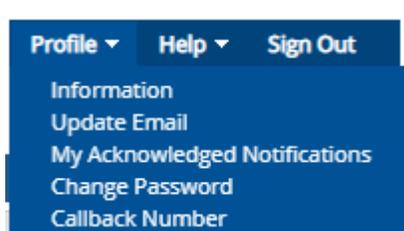The menus are located across the top of the screen –
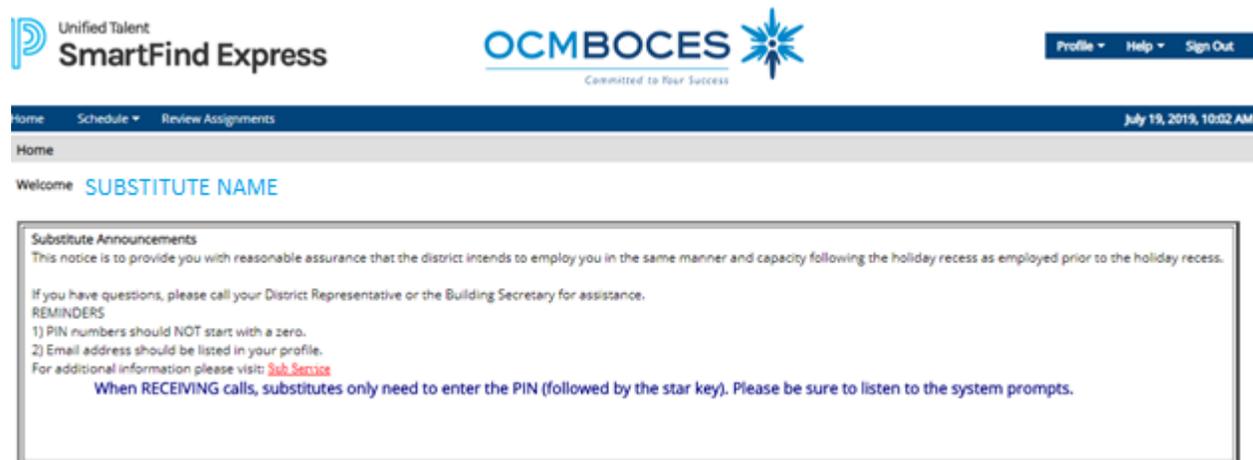
If you have multiple roles in the system such as an Employee and Substitute, you will be able to select the role you need at the top right side of the screen just below the Profile, Help, and Sign Out options -

PROFILE MENU

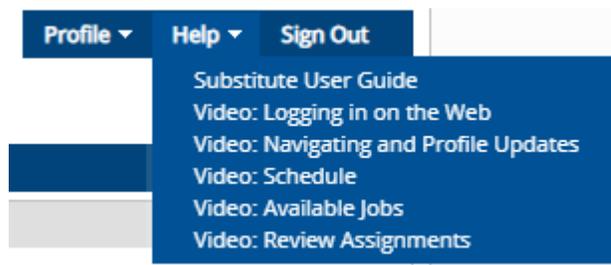Located at the top right side of the screen –

| Profile ▾ | Help ▾ | Sign Out |
| Information |
| Update Email |
| My Acknowledged Notifications |
| Change Password |
| Callback Number |

This menu allows you to:
- Information
    View your status and the address we have on file for your profile
- Update Email
    View and modify the email address in your profile (please note your email is important and will enable the system to send confirming emails to you).
- Change your Password
    This is where you can change your password (PIN) that you created at registration. Reminder: Your PIN cannot start with a zero.
- Change your Callback Number
    1. This is where you can change the phone number the system will call to offer you jobs.
        The system will only offer jobs via the telephone. There are two call-out periods. Starting at 5:30 a.m. for jobs that occur that day and starting at 6 p.m. to 10 p.m. for any jobs created that occur through the end of the school year.
    2. There is a box that you can check if you want to be "pre-arranged only". By checking this box, the system will not call you for any job offers.

HELP MENU

Located next to the Profile Menu provides you with access to a Substitute User Guide provided by eSchools. You can also elect to view eSchool training videos to assist you in navigating the system. PLEASE NOTE: OCM BOCES Automated Substitute Call-In Service does not use all the features available. Specifically, the Available Jobs option.

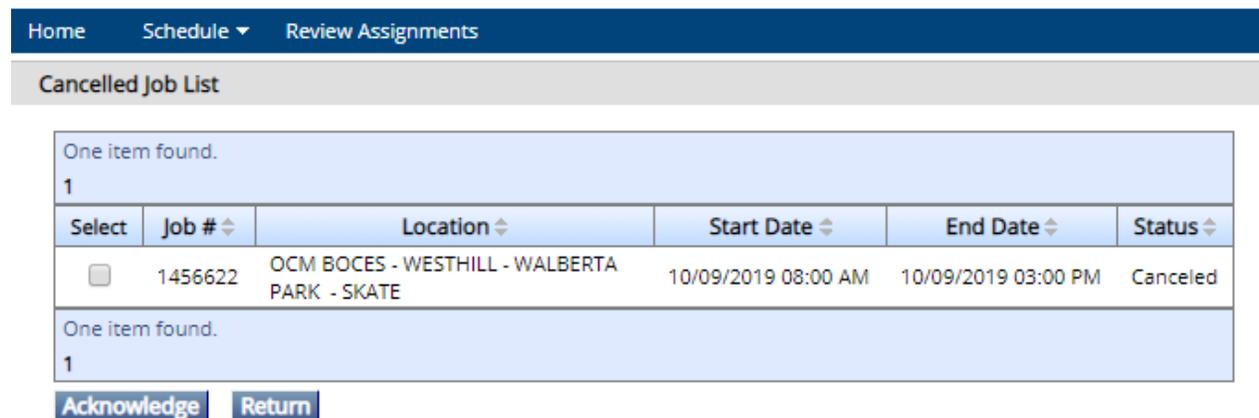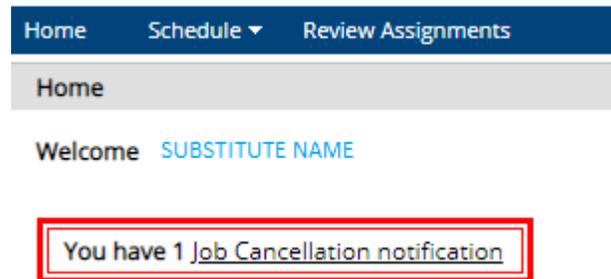| Profile ▾ | Help ▾ | Sign Out |
	Substitute User Guide
	Video: Logging in on the Web
	Video: Navigating and Profile Updates
	Video: Schedule
	Video: Available Jobs
	Video: Review Assignments

SIGN OUT

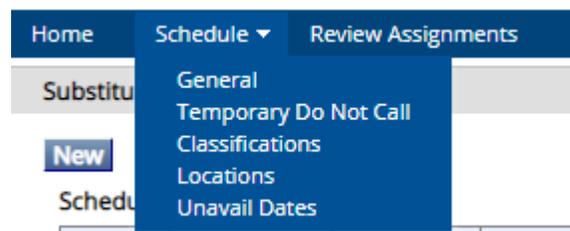This is used to sign off the system when you are done.

Home Page:

There is now a notification for Canceled Assignment.
This provide substitutes a visual notification regarding canceled assignments. A notification will appear on the substitutes homepage for any assignments which have been canceled. Acknowledging this notification in the site will remove the substitute's number from the callout task monitor and the substitute will not receive any phone calls. Substitutes must acknowledge cancellations either on this site or via a system phone call.

Home	Schedule ▼	Review Assignments
Home		

Welcome SUBSTITUTE NAME

You have 1 Job Cancellation notification

Home	Schedule ▼	Review Assignments
Cancelled Job List		

One item found.
1

Select	Job # ⇕	Location ⇕	Start Date ⇕	End Date ⇕	Status ⇕
☐	1456622	OCM BOCES - WESTHILL - WALBERTA PARK - SKATE	10/09/2019 08:00 AM	10/09/2019 03:00 PM	Canceled

One item found.
1

Acknowledge   Return

TASK BAR

Home	Schedule ▼	Review Assignments
Substitu	General	
	Temporary Do Not Call	
New	Classifications	
	Locations	
Schedu	Unavail Dates	

The blue menu bar is your task bar. Use the Schedule option for reviewing, modifying and updating your profile.

GENERAL

This is where your schedule appears. It is your permanent schedule.
Indicates when you are available for jobs and if there are any restrictions for calls.
The blue New button allows you to modify your days and times for calling.

When making changes, select only the days that you want to change. If you want removed Friday from the days you are available, check that box and select "Delete". If you want to add Friday as a work day, use "New" and only select the Friday option. Once you save the change Friday will appear on the Schedule List.

TEMPORARY DO NOT CALL

Substitutes can enter a time up to four (4) hours from "now" to stop the system from calling. Please note format for entering time. This will prevent calls during times that you do not want the system to call you. This will expire after the duration entered. You can also change your call back number using this option.

A substitute can now turn off all phone calls from IVR. If this option is selected, they will not receive any calls from the system.

CLASSIFICATIONS

Home	Schedule ▼	Review Assignments

Classifications

Classification List

Code ⇕	Name ⇕
85120	APW - GRADE 1
85125	APW - GRADE 2
85130	APW - GRADE 3
85135	APW - GRADE 4
85140	APW - GRADE 5
85145	APW - GRADE 6
85150	APW - HEALTH EDUCATION
850000	APW - INSTRUCTIONAL
28120	MEXICO - GRADE 1
28125	MEXICO - GRADE 2
28130	MEXICO - GRADE 3
28135	MEXICO - GRADE 4
28140	MEXICO - GRADE 5
28145	MEXICO - GRADE 6
28150	MEXICO - HEALTH EDUCATION
28155	MEXICO - KINDERGARTEN
280001	MEXICO - NON-INSTRUCTIONAL

This is a list of all Classifications that a District has approved you to substitute. Please note: APW and Mexico both have Instructional listed. This substitute will be called for any instructional positions; Mexico also has Non-Instructional as an option so for Mexico this sub will be called for any Non-Instructional position.

These can only be changed at the request of the District by the OCM BOCES System Operator.

LOCATION LIST

Home	Schedule ▼	Review Assignments

Locations

Location List

Code ⇕	Name ⇕	Group ⇕
851301	APW - JR. / SR. HIGH SCHOOL	Location
281001	MEXICO - MEXICO ELEMENTARY	Location
281002	MEXICO - NEW HAVEN ELEMENTARY	Location
281003	MEXICO - PALERMO ELEMENTARY	Location
282001	MEXICO - MIDDLE SCHOOL	Location
283001	MEXICO - HIGH SCHOOL	Location

The building a substitute can work in will either be listed individually or as a group (APW Central School District) or as a group level (Mexico Elementary Schools).

These can only be changed at the request of the District by the OCM BOCES System Operator.

UNAVAILABLE DATES

The Unavailable Date Range is a temporary setting, unlike General – Substitute Schedule which is permanent change. The substitute can enter dates in multiple ways. Unavailable dates expire when the end date is reached. During the Unavailable Date Range, the substitute will not be available for pre-arranging by a district. You can create many Unavailable Date Ranges at the same time. The system limits the duration of unavailable to 30 days. Use the blue Delete option if you want to remove the current or future Unavailable Date Range.

A substitute may want to be unavailable for the same part of the day (mornings for three weeks). The substitute can enter the date range and then the times. The system will only call for jobs that occur during the hours the substitute is available (half day afternoon jobs).

Unavailable – call for future assignments.
If a substitute is unavailable for a range of dates but will accept evening calls for jobs that occur after the return date. When entering this unavailable date range, the substitute must check the call for future assignment box. (used for "snow birds", if a substitute travels in the winter but wants to plan their schedule for when they come back; also frequently used for college students – creating unavailable dates for when they are at school, but accepting calls so they can work when they are home on break.)

Unavailable – do not call.
If you do not check the call for future box, the system will not call you during this date range.

REVIEW ASSIGNMENTS

Substitutes can use this feature to create a list or calendar of past or future jobs. Select a date range – one day, up to five years in the past or through the current school year – and all jobs will be listed. You can use the job number (hyperlink) to get details of the job(s).

There is now a feature where a substitute can select whether or not they want to view canceled jobs.

The system will not call you for any jobs that occur on days that you are scheduled in the system.

SPECIFYING OR PREARRANGE

The system will allow employees to specify or pre-arrange a substitute. The system will call the specified substitute (and only the specified substitute) up to three days before the start of the job, then the specified substitute will be called first and the system will move on to the general substitute list. The specified substitute will remain in the calling list until the job is filled.

Substitutes can also be pre-arranged. An employee can make prior arrangements with the substitute for a job. No phone calls or emails will be made to the pre-arranged substitute. The substitute is responsible to Review Absences to see if there are any special instructions or attached documents and to also confirm that they were actually assigned to the job and received a job number.

SUBSTITUTE INSTRUCTIONS

Employees can add substitute instructions. If the job is created on-line these instructions will be converted to voice and read to the substitute during the job offer. These instructions can include helpful instructions or information the substitute might need when accepting the job so please listen carefully.

FILE ATTACHMENT

Employees can add file attachments when creating a job on-line. These may include lesson plans, class roster, seating charts, and emergency procedures. The files will be available only to the substitute who accepts the job and they are deleted when the job is finished.

EMAIL NOTIFICATION

Accepting a Job: Automated email generated for your records when you have accepted a job. Cancellation: Automated email generated for your records when a job has been cancelled. Note: you will also receive an automated phone call. Listen to this message and respond; the system will continue to call until you acknowledge the cancellation.
Modifications: Automated email generated if the job has been modified, i.e., attachments added.

TROUBLE SIGNING IN

If you have forgotten your PIN, you can use this option. Your PIN will be sent to the email in your profile.