Permanent Substitutes

Information and overview of the Permanent Substitutes site

- Requesting a Substitute
- My Assignments
- Updating Profile Information and Changing Notification Settings
- Admin Page

Requesting a Substitute

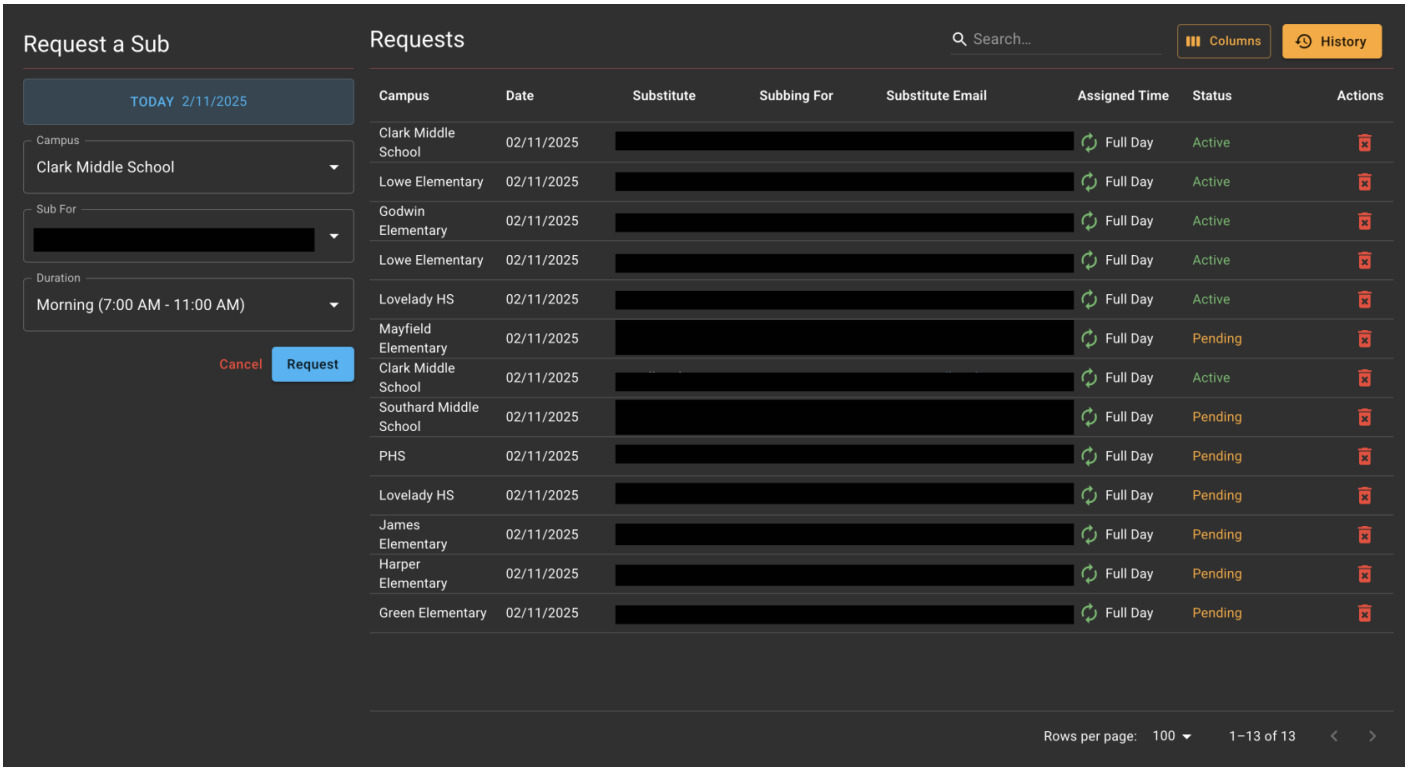
Requesting a Substitute

1. Log in to the Permanent Substitute Site (https://subs.princetonisd.net)
2. Navigate to the Request Sub page (Found in the sidebar)
3. Select a campus and teacher/staff member to request a substitute for.
4. Select a duration for their substitution (Morning, Afternoon, Full Day)
5. Request the sub

> Substitute requests are on a "first come first serve" basis, after requesting a sub, if one is available, it will populate in the table with an "Active" status. if there are no available substitutes, the status will be "Pending"

Substitute Requests can be canceled on the right hand side by pressing the small trash can icon. Substitutes are allocated on a Secondary and Primary basis, so if your request is pending, all of the substitutes are currently assigned to other campuses in that group of available subs. All requests and cancelations are tracked.

Some options are based on user permissions, so if an option does not appear to you, you may not have permission to make those changes.



My Assignments

Viewing My Assignments

1. Log in to the Permanent Substitute site. (https://subs.princetonisd.net)
2. Navigate to My Assignments (if available) in the sidebar.

Overview

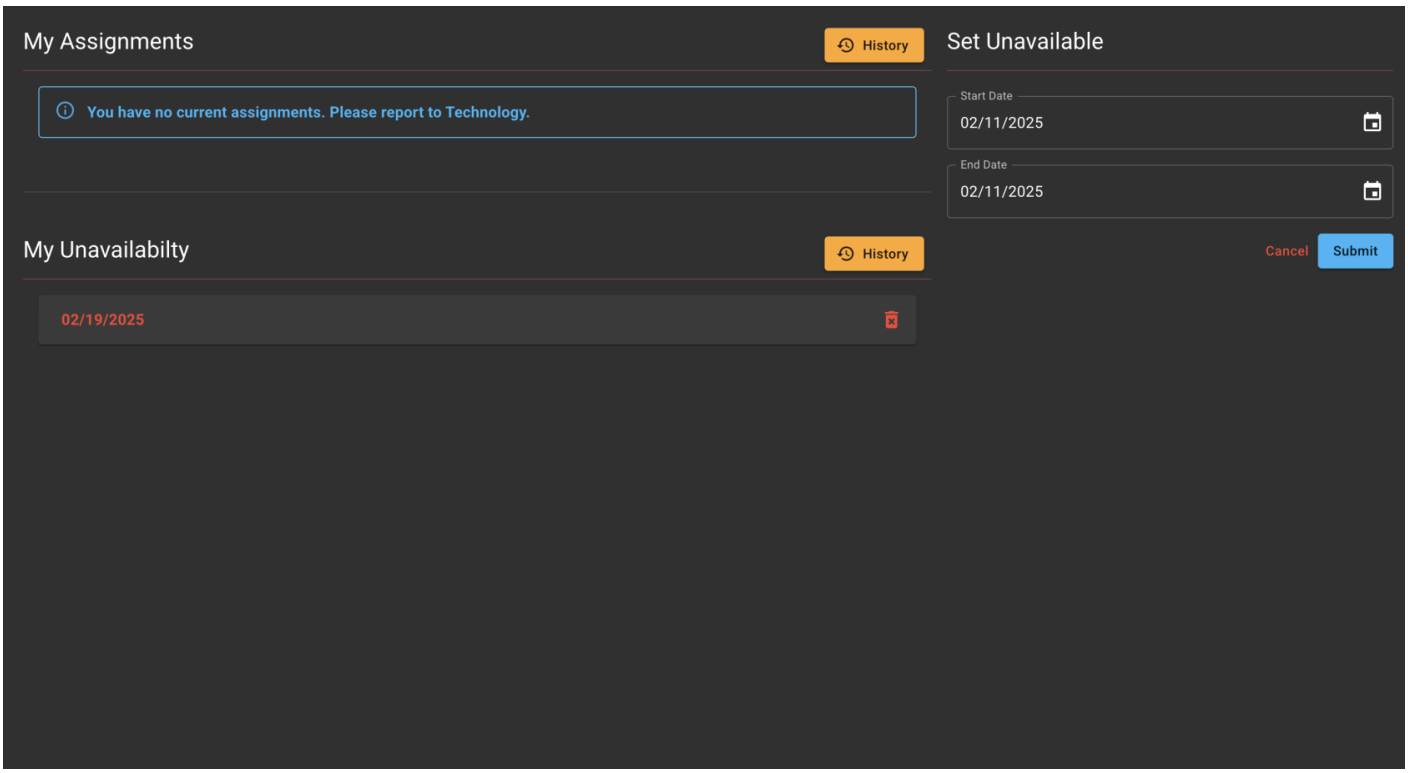
The my assignments page allows Permanent Substitutes to to view their current and upcoming assignments to a campus as a substitute.

Unavailability

In addition, permanent substitutes are able to set dates as being unavailable, as well as see their past, present, and future unavailability.

Canceling Unavailability

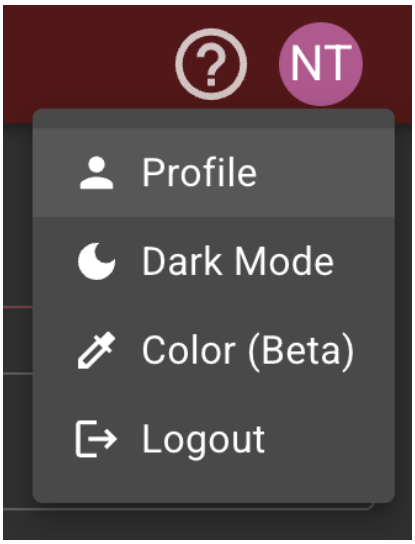
Unavailable dates are able to be canceled as long as they are in the future using the small trash can icon to the right of the Unavailable date.



Updating Profile Information and Changing Notification Settings

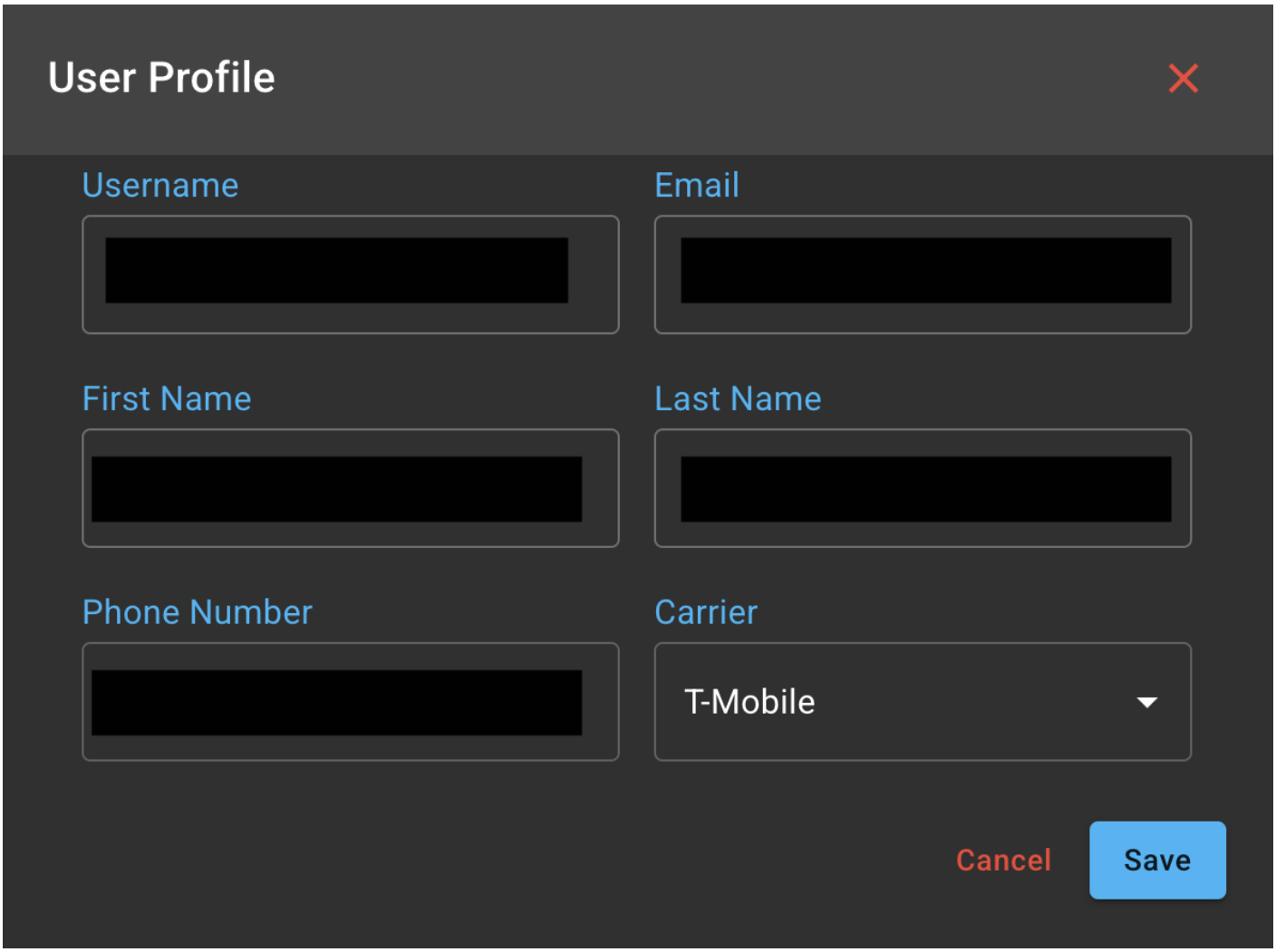
Updating Your Profile

1. Log in to the Permanent Substitute Site (https://subs.princetonisd.net)
2. Click on your profile on the top right.



1. In the dropdown, select "Profile"
2. This will open up a window to add a phone number and your carrier to provide text notifications for new assignments or assignment changes.

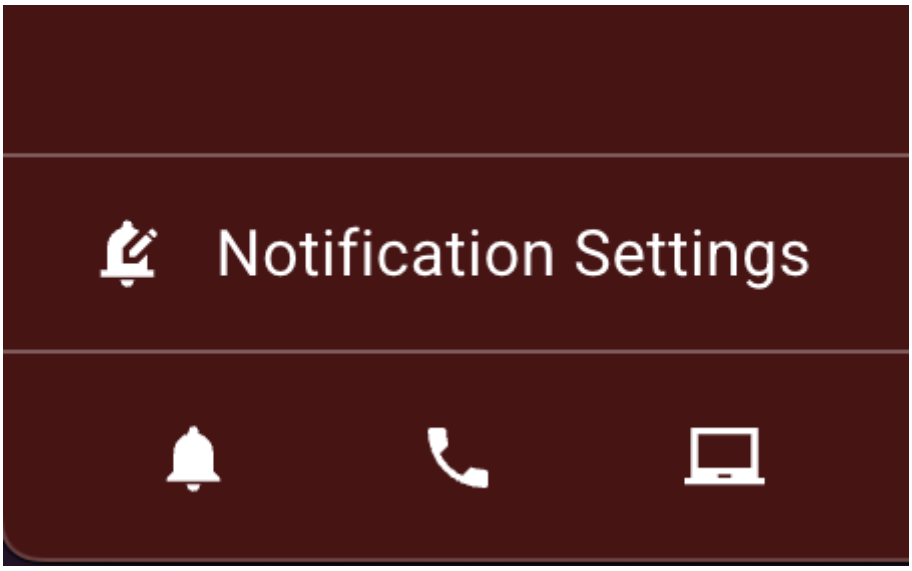
> Please note that some mobile carriers are not supported in our system, you will still receive email notifications regardless if your carrier is not supported.



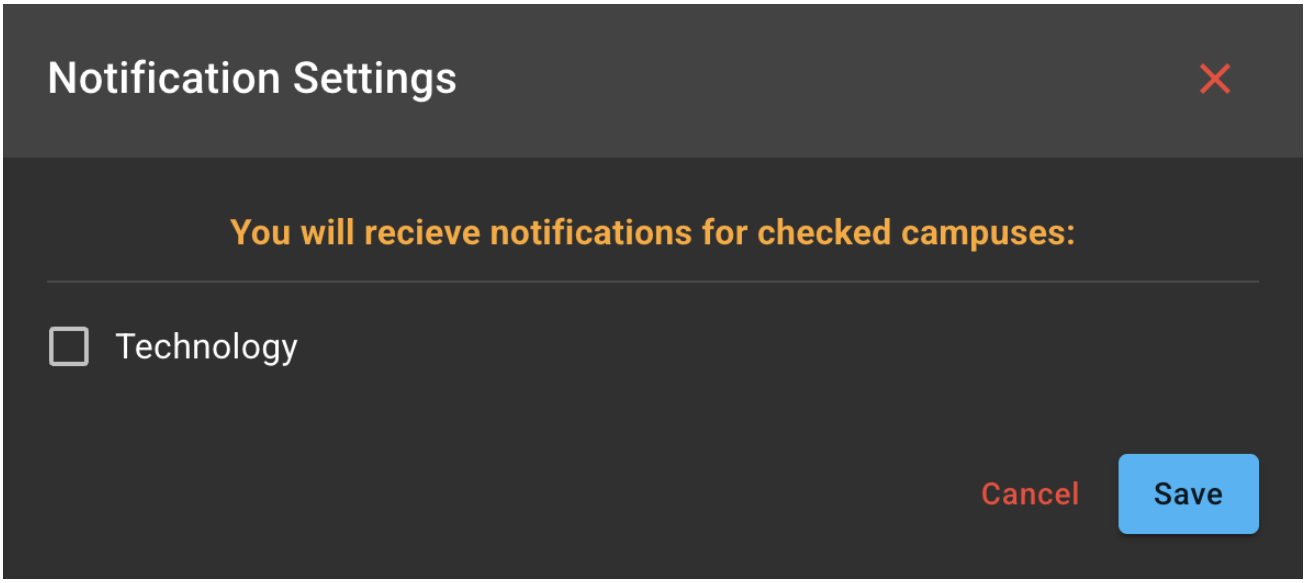
Changing Notification Settings

> Notification settings may not be available to every user, this is based on the users permissions, and in most cases, applies only to admin or manager roles of campuses.

1. Log in to the Permanent Substitute Site (https://subs.princetonisd.net)
2. In the sidebar, click Notification Settings



1. This will open a window for notification settings, allowing you to be included in email notifications on updates to substitute and assignment changes for the given campus.



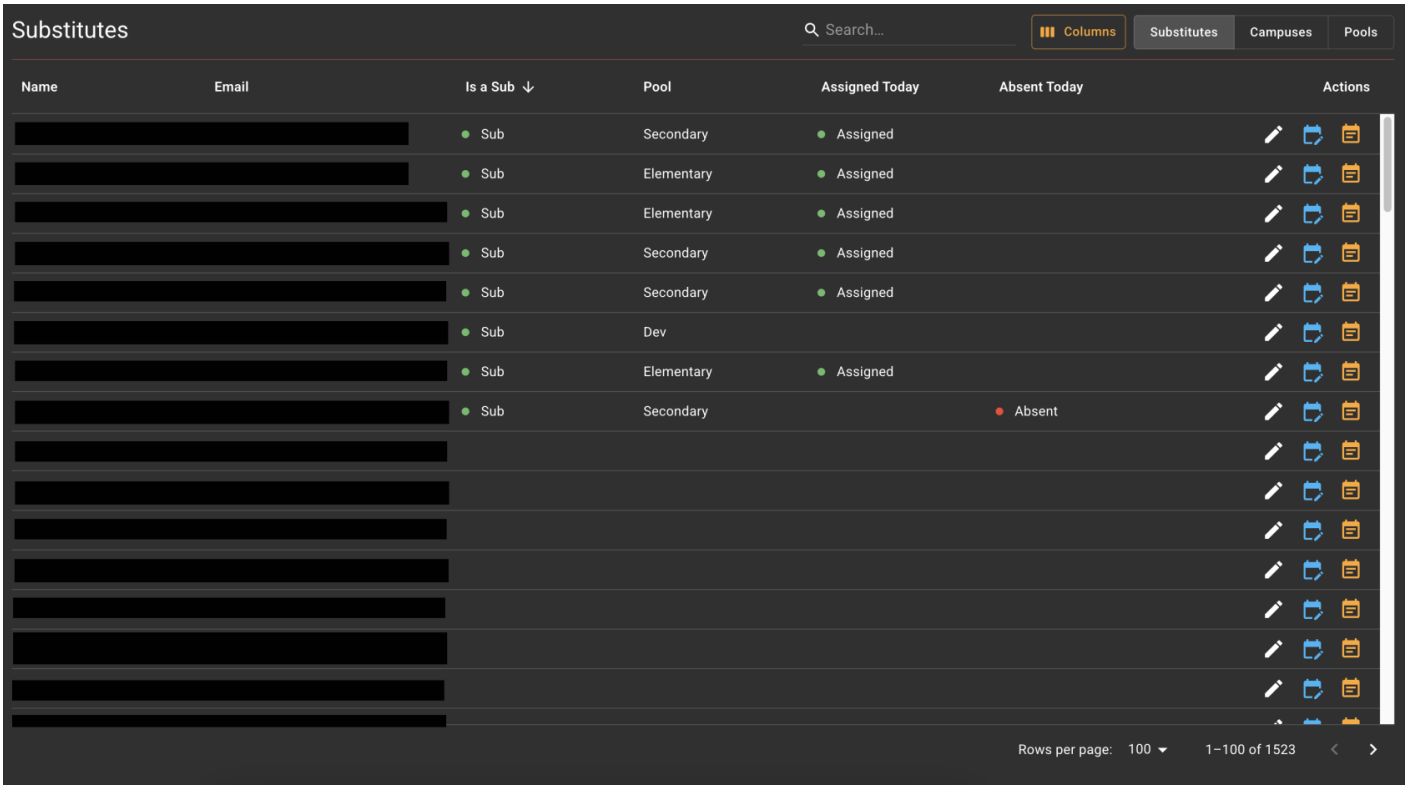
Admin Page

Finding and Setting Sub Status

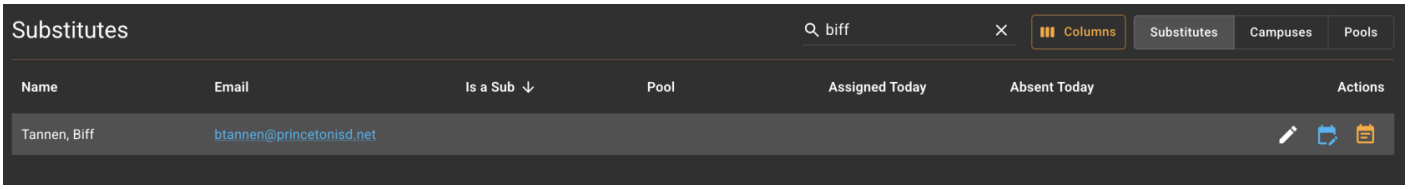
> This Page is only accessible to users with the correct admin/management permissions. If the Admin Page is not found in the sidebar, you do not have permission to view or make changes on this page.

> This section is for setting New Hires as Permanent Substitutes. This is required for all new staff hired to be a Permanent substitute. It allows for the new hire to:
> 1. Correctly be assigned to campuses when a Substitute Request is made.
> 2. Log in to view their assignments.
> 3. Set Dates as Unavailable.
> 4. Update their profile information.

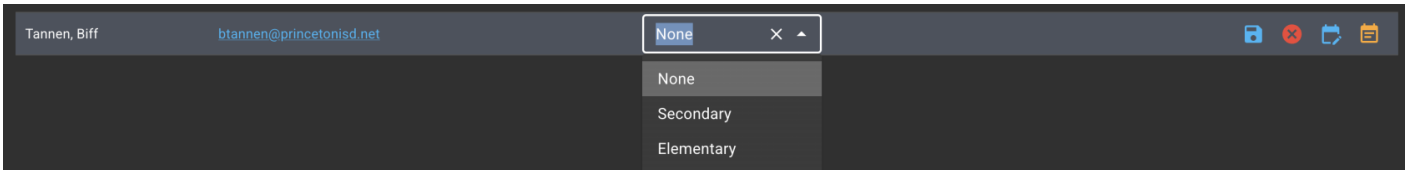
1. Log in to the Permanent Substitute Site (https://subs.princetonisd.net)
2. Navigate to the Admin page (Found in the sidebar)
3. The admin page will default to the Substitutes view, allowing you to search for the new hire in the search bar.



1. Once on this page, search for a user/new user by name:



1. Click the "Edit" icon to the right, under the Actions Column (Pencil Icon)
2. By setting a user to a pool, either Secondary or Elementary, their status will be changed and updated to "Is a Sub" by default.



1. Finish by clicking the "Save" icon to the right, under the Actions Column (Floppy Disk Icon)
2. They will be immediately set to be a sub in the pool of subs for that selected group, and can be assigned to a pending request, or any future request.

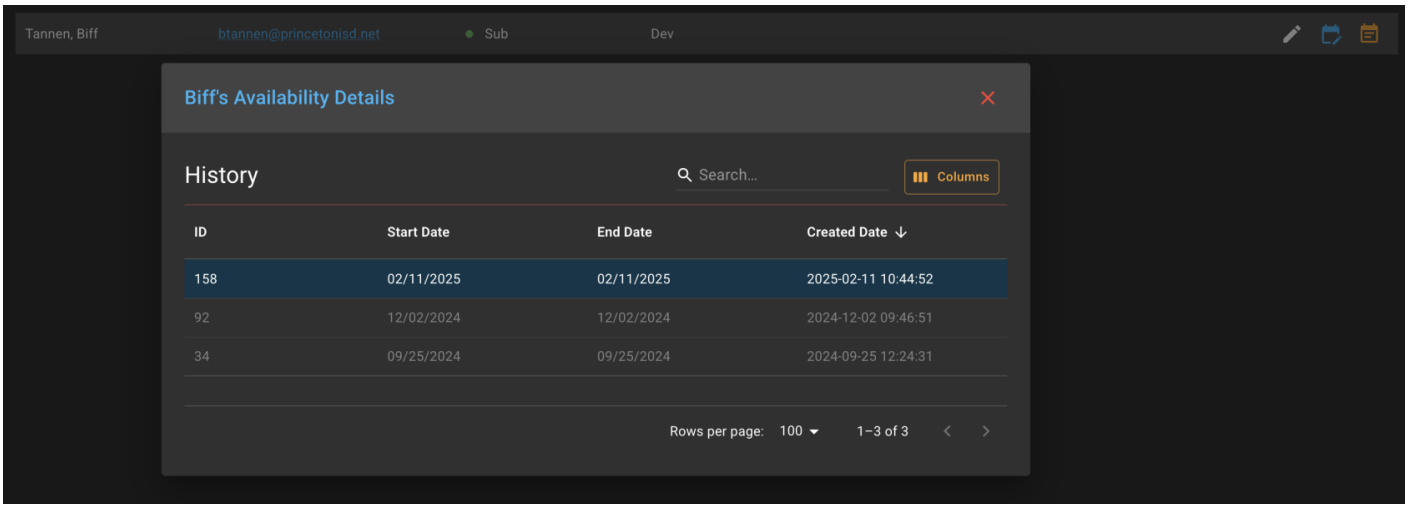


Viewing/Setting a Subs Unavailable Dates

1. Log in to the Permanent Substitute Site (https://subs.princetonisd.net)
2. Navigate to the Admin page (Found in the sidebar)
3. The admin page will default to the Substitutes view, allowing you to search for the new hire in the search bar.

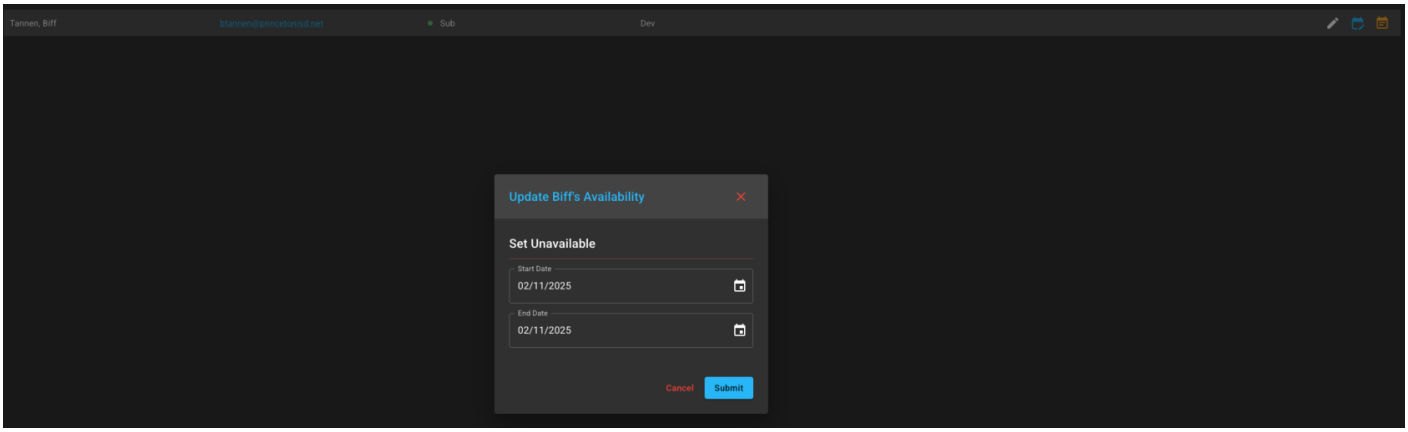
To View a Subs Current/Upcoming Unavailable Dates

1. Click the Yellow Calendar Icon to the right, under the Actions Column (Yellow Calendar Icon).
2. This will open a menu showing the Subs history of unavailability, as well as current and upcoming details.



To Set Unavailability of a Sub Manually

1. Click the Blue Calendar Icon to the right, under the Actions Column (Blue Calendar Icon).
2. This will open a menu allowing you to pick a range of dates to set as Unavailable for the currently selected sub.



Additional Information

1. Subs will be marked as sub until they are edited to have "None" as their pool selection.
2. Subs will be marked as absent when their unavailable dates set then as absent for the current day.
3. Subs will be marked as assigned if they already have an assignment to a campus for today.

