

WEBCENTER
EMPLOYEE'S QUICK REFERENCE CARD
Montgomery County Public Schools

WebCenter Address:

www.montgomeryschoolsmd.org

User ID: _____

PIN: _____

Your **ID number** is your current employee ID number. This is the same number that is used for payroll.

Your **PIN number** is the current PIN number that is used when accessing the system through the phone system.

Log on: Open your Internet Browser and access the Substitute Calling System WebCenter site. Login Information includes two identifiers that must be entered. When you have entered both fields, press the **LogOn** button.

Log off: To end the session and disconnect from WebCenter, press the **LogOff** link found in the lower portion of the screen.

Printing: You can print any of the screens you are currently viewing by using your browser's print icon.

Press the **Create Absences** tab to enter an absence.

Select the **Location and Classification** when there is a choice in the drop down menu.

Select the **Reason** that applies to this absence from the drop down menus.

Select **Start** and **End** dates for your absence by clicking on the down arrows or using the Calendar icon. Ensure that the correct **time** is entered.

If this is a multiple day recurring absence, remove the checkmark(s) from the **Work Days** boxes that do not apply to this absence.

Indicate if a substitute is required for this absence.

To request a particular substitute, enter the Substitute's ID number or use the Search feature to find the Substitute by name.

Indicate if the requested substitute has agreed to accept the job. If **Yes** is selected, the substitute will not be called.

Press the Submit button when you have completed the form to validate the information. Errors will be displayed in red below the tabs. When the data is corrected, press the Submit button again.

The confirmation screen allows you to verify that the information is correct before the job is created. Press the **Create Absence** button to create the job and receive the job number OR press the **Cancel** button to return to the **Absence Creation** form without creating the absence.

If the absence has been successfully entered, a message will be displayed to indicate this along with the Job Number.

Press the **Continue** button to return to the **Create Absence** tab.

Press the **Review Absences** tab to:

- Review past, present, and future absences
- Cancel an absence

Select the date range for your search by pressing the down arrows for Month/Day/Year or using the Calendar icon and press the **Search** button OR press the **Search All** button to get a list of all of your absences.

Use the **Next** and **Previous** buttons to navigate through the records on the list.

To cancel the job or view the job details, press the **Job Number Link**.

To confirm that you do want to cancel the absence, press the **Cancel Job** button.

You have **not** cancelled the absence until you press the **Cancel Job** button. A successful action will display to confirm the cancellation.

When canceling an assignment you must contact the substitute teacher to make them aware of the cancellation.