

WEBCENTER
SUBSTITUTE'S QUICK REFERENCE CARD
Montgomery County Public Schools

WebCenter Address:

www.montgomeryschoolsmd.org

User ID: _____

PIN: _____

General WebCenter Information

To access the WebCenter you want to log onto the MCPS website on the internet. Use the following directions to access the website.

- Go to www.montgomeryschoolsmd.org
- Click on **For Staff** tab located at the top of the web page
- On the **For Staff** page, you will find links to the **Substitute Calling System** in the **Technology** column in the center of the page and under **Most Requested** in the left navigation bar.

You will be prompted to enter an ID Number and a PIN Number.

Your ID number is the **LAST SEVEN DIGITS OF YOUR PHONE NUMBER**. This ID number is the special identifier that you give to the teachers to specify/prearrange you for job assignments. **Your PIN number is the current PIN number** that you use when accessing the system through the phone system.

You will see instructions to use when accessing the system.

These instructions can be found under Substitute Management System on our MCPS website.

You can access Substitute Instructions and also a quick reference sheet for you to use when accessing the WebCenter.

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 **Modify Profile** tab to:

- Change your Telephone Number
- Change your Daily Availability
- Change your Unavailability Period
- Change your Do Not Disturb time setting

The **Telephone Number** must be entered as all numbers. Include the long distance indicator and area code only if required for the system to call you from the district office.

To indicate your **Daily Availability**, place a checkmark in the boxes for the days you are available.

To indicate that you are **Unavailable** enter the start and end date by pressing the down arrows or using the calendar icon. You are allowed only 1 unavailability date in your profile.

To set your **Do Not Disturb** time, enter the time that you would like the system to start calling you. To remove your Do Not Disturb time setting, delete the time value.

Press the **Update** button to validate the information. Errors will be displayed on the screen below the tabs. If the Profile was updated, a successful message will be displayed.

Pressing the **Reset** button will return the screen to the current values stored in the system.

Press the **Available Jobs** tabs to view and accept/decline open jobs.

Select the date range for your search by pressing the down arrows or using the Calendar icon.

Press the **Search** button to display the list of jobs.

Press the **Details** link to see the job detail confirmation screen.

To accept the job, press the **Accept Job** button. If the job has been successfully assigned to you, a message will be displayed to indicate this along with the Job Number.

To decline the job, press the **Decline Job** button. If you are asked to select a reason for declining, then select a reason from the pull down list.

Press the **Continue** button to return to the **Available Jobs** tab.

Press the **Review Assignments** tab to:

- Review past, present and future assignments
- Cancel an assignment

Select the date range for your search by pressing the down arrows or using the Calendar icon.

Press the **Search** button to display the list of jobs assigned to you.

Press the **Job Number** like to cancel that assignment or view the job details.

If canceling the assignment, select the reason for canceling from the drop down menu.

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

If you have any questions please contact Amy Gardner at 301-279-3280.