

# Substitute Guide

**Note: Districts may configure some screens and omit some features and display fields. This document shows all available fields and features.**

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# WebCenter™ Introduction

## Overview

WebCenter expands SEMS (Substitute Employee Management System) capabilities to include Internet/Intranet access. WebCenter is configured to work with SEMS and cannot be configured without SEMS.

WebCenter is accessible from Macintosh or PC compatible computers and uses an Internet browser such as Netscape or Internet Explorer. The WebCenter site operates in a secured environment for Internet access using a security certificate for encryption. Access to WebCenter requires the use of an Identification Number and Personal Identification Number to gain access to the system.

You can modify your profile, which includes callback number, period of unavailability, daily availability (if allowed) and set your "Do not Disturb" time.

You can review and print past, current and future assignments. Assignments can be canceled.

You can search for available jobs. The list of jobs may change at any time, as the job list is dependant on the current callout step of the call processor (IVR). This method of offering substitutes assignments maintains the integrity of the order in which substitutes are offered assignments.

You can be notified of your expiration dates.

## System Requirements

The minimum Internet Web Browser versions supported are:  
Microsoft Internet Explorer version 5.0 or later  
Netscape Communicator version 6.0 or later

## Internet Security

Your security is important. Security certificates ensure the data is encrypted over the Internet as denoted by the URL showing "https" in your browser's address window.

## Document Note

Screen displays in this document may look different from those on your computer screen, depending on your screen resolution, default browser fonts or browser version. Making the window size of the browser smaller may cause some fields to wrap.

## Important Note

**Do NOT use the browser's BACK button to navigate to screens, unless specified in this document.**



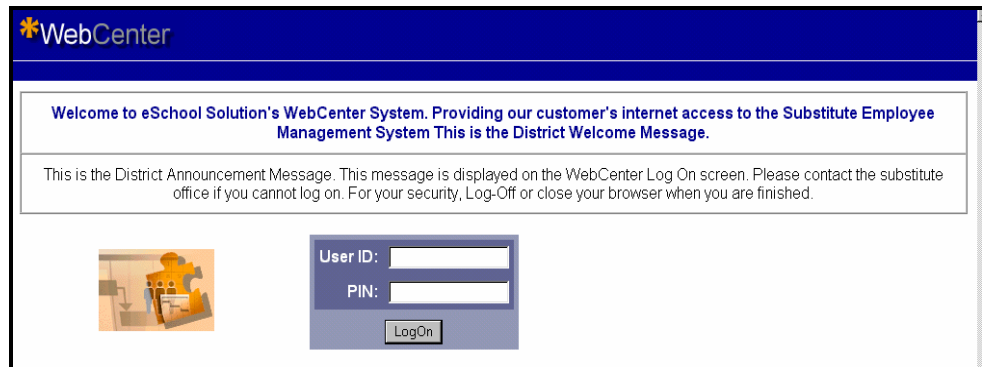
Navigation buttons are on bottom of WebCenter screens, such as

Return to List

Continue

## Home Page

Open your Internet Browser and access the SEMS WebCenter site.



## LogOn

Logon information includes 2 identifiers that must be entered. Only numeric information is allowed (no dashes). Once both fields are entered, the *LogOn* button should be pressed.

Substitutes must first register with SEMS using the telephone to obtain a PIN before logging on to WebCenter.

## User ID

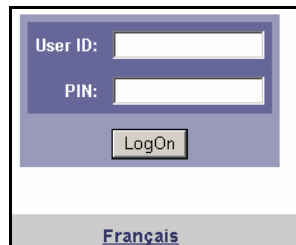
An employee accessing WebCenter should enter their ID number. The SEMS Operator can help identify this number.

## PIN

The personal identification number that is randomly assigned by SEMS using the telephone during registration should be entered.

## Language Choice

If multiple languages are present, the language choice is offered on the home page and once selected will be used until the "log off" button is selected. The language choice must be selected before the User ID and PIN are entered.



# WebCenter™ Getting Started

## Announcements

Your district can set up messages and announcements. The home page includes a Welcome message and a district announcement.

If your district has entered an announcement for substitutes, it will be displayed under the tabs and is visible for the entire WebCenter session.

## Menus

Substitute Access allows you to modify information on your profile, search for available jobs and accept them, and review and cancel your assignments. You can use the *Modify Profile*, *Available Jobs*, and *Review Assignments* tabs to navigate to the appropriate screen. The school district name and your name will display in the top right corner of the screen. Substitute announcements display under the tabs.



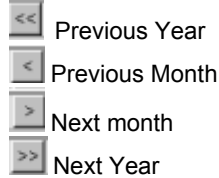
You can use the browser's *print* icon to print any screens that you are currently viewing.



## Calendar

All dates have a pop up calendar to select the date. 

Pressing the date icon will display the calendar. Calendar button (arrows) allow scrolling to next and previous months and years.



Selecting a day will close the calendar and place the date in the form.



## Options

On the bottom of each page, options are displayed.

[LogOff](#) [Help About](#) [On-Line Help](#)

- Log Off** At any time during the session, the *Log Off* link can be pressed to end the session and disconnect from WebCenter. Pressing the browser's back button or going to another site on the Internet does not disconnect the session from WebCenter.  
To ensure security and privacy of information, all users of WebCenter should use the *LogOff* link to disconnect from WebCenter or close the browser when finished with their session.
- Help About** Pressing *Help About* will display the installed version number of WebCenter
- On-Line Help** This guide is displayed in a separate browser window. Pressing a link from the table of contents will advance the screen to the section selected. Links are indicated in blue and are underlined.  
Note: On-Line Help is available in English only

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# WebCenter™ Substitute Access

## Modify Profile

The modify profile screen is the default screen for substitutes logging into WebCenter.

You are notified of **your expiration date(s)** on the modify profile screen. If your expiry date has not yet been reached but will be in the near future, a message will appear on the modify profile tab. The "Note" message appears below the substitute announcements.



If you log into WebCenter and you are expired, a message will appear on the modify profile tab. The "Note" message appears below the substitute announcements.



Current information is displayed on the Profile. Callback number and a period of unavailability can be modified. Daily availability and the setting of a "Do not disturb time" can be modified if allowed by the district.

**Review / Modify Profile**

Name: ZZ TEST SUBSTITUTE

Telephone Number to Call:    -

Daily Availability: Mon Tue Wed Thu Fri Sat Sun

AM:

PM:

Temporary Unavailable Period:

Start Date:

End Date:

**Note:** You are allowed only 1 unavailability date in your profile

Do Not Disturb Until:   AM  PM

**Note:** A time can be entered that is up to 24 hours from now. If a time is not entered (or deleted), you will be called during regular calling periods.

The **Callback number** must be entered as all numbers (no dashes or brackets) and should include the long distance indicator and area code (if required) for SEMS to call from the location where the SEMS server is located.

Only one **unavailability date** is stored on your profile (there cannot be multiple dates in the future). The Month/Day/Year fields are selected by using the pull down or pressing the calendar icon.

The current date and time setting for **Do Not Disturb** will display. Deleting the time will remove the setting. There is a maximum time that can be entered.

Pressing the *Update* button will validate the form. Errors are displayed on the screen below the tabs. If your profile is updated, a successful message will display.

Pressing the *Reset* button returns the form to the current values stored in the database.

## Available Jobs

Substitutes are allowed to view and accept open jobs under the following conditions:

- Your district allows this option.
- You must be available to work all days and times of the job
- You are specified for the job.
- You are on the same list and level that the IVR (telephone system) is currently calling.

The list of jobs may change at any time as other substitutes are accepting assignments or jobs are being created. Pressing the *Search* button will refresh the list.

## Search Criteria

The *From* and *To* dates can be selected from the pull down choices or the calendar icon.

The default date is "today" and is displayed as Month/Day/Year. The dates can be any date in the present or the future. Pressing the *Search* button will display the list of jobs.

**Enter a date range and then press Search**

Search from:      
 Search to:

Action	Start End	Location Classification	Employee In For S M T W Th F Sa	Instructions Requested
<a href="#">Details</a>	2003/04/18 08:00am 2003/04/28 03:00pm	COLUMBUS MIDDLE SCHOOLS ENGLISH 44	THOMPSON, JENNIFER M T W Th F	None No
<a href="#">Details</a>	2003/04/14 07:30am 2003/04/17 03:00pm	CENTRAL HIGH SCHOOL HISTORY 66	Vacancy M T W Th	None No
<a href="#">Details</a>	2003/04/12 10:15am 2003/04/30 02:45pm	EASTBRIDGE MIDDLE SCHOOL HISTORY 66	WOLFORD, CLINT S M T W Th F Sa	None No

If *Instructions* indicate "Telephone," then after accepting the job, you should call the system to hear the voice message that was recorded by the employee.

If *Instructions* indicate "Text", then you should press the *Details* link to view the text instructions

If *Requested* indicates a "Yes," you will notice that you are the requested substitute.

## Details

Pressing the *Details* link displays *Assignment Detail* screen. You must press the *Accept Job* button and *receive a job number* to be officially assigned to a job.

Job Status: **Open / Open**

Employee: Vacancy

Location: CENTRAL HIGH SCHOOL

Classification: ELEMENTARY 11

Substitute Instructions: None

Start: 2004/01/12 07:30 am

End: 2004/01/12 03:00 pm

Work Schedule: Mon

Select a Decline reason:

*Return to list* returns to the list of available jobs. No action is taken on the assignment being reviewed.

**Accept Job** Pressing the *Accept Job* button will make a final check to verify that the job has not been assigned while you were on-line. If SEMS currently has a substitute on the line or another substitute has accepted the assignment in WebCenter, the job cannot be assigned. A message is displayed on the status line indicating the reason.

The *success* screen displays the job number for the substitute. You can print this screen as verification and then press the *Continue* button to return to the *Review Assignments* tab. If there are telephone instructions, you should call the system to hear these instructions.

The Job assignment was successful. Please record the Job Number and have it available for your assignment, then press Continue.

Job Number	<b>18377</b>
Job Status	<b>Active / Call In</b>
Employee	THOMPSON, JENNIFER
Location	COLUMBUS MIDDLE SCHOOLS
Classification	ENGLISH 44
Special Instructions	None
Start Date/Time	2003/04/18 08:00 am
End Date/Time	2003/04/28 03:00 pm
Employee Work Schedule	Mon Tue Wed Thu Fri
Assigned Substitute	BRADSHAW, TINA

**Decline Job** If *Select a Decline Reason* is displayed, a reason must be selected from the pull down list before the *Decline Job* button is pressed. Once the decline job is pressed, the job will not be offered on the telephone or Web. A message indicating that the “decline” was successful will display and you are returned to the assignment list.

**Review Assignments** You can review and print past, present, and future assignments by entering a date range. If the assignment has not yet started, these assignments can be canceled from the *job details* screen.

**Search Criteria** The *From* and *To* dates can be selected from the pull down choices or the calendar icon. The default date is “today” and is displayed as Month/Day/Year. The dates can be any date in the present or the future. Pressing the *Search* button will display the list of jobs.

**Review Job Assignments**

Enter a date range and then press Search

Month
Day
Year

Search from: October 02 2003

Search to: October 07 2003 Search

Job #	Start End	Location Classification	Employee In For S M T W Th F Sa
<a href="#">119201</a>	2003/10/06 08:15am 2003/10/10 03:25pm	ADMINISTRATION BLDG. 999999 PHYSICAL ED 55	BELL, CHRISTOFER M T W Th F
<a href="#">119275</a>	2003/10/03 08:15am 2003/10/03 03:30pm	ADMINISTRATION BLDG. 999999 SECONDARY 22	SPINNER, CHELSEY F

You can print the list using the browser's *print* icon.

**Review or Cancel Assignment** Assignments can be cancelled by pressing the *Job #* link, if the job has not yet started. After pressing the *Job #* link, the *cancellation confirmation* screen displays and allows you to confirm the cancellation of the assignment.

The reason for canceling (if visible) must be selected from the pull down list before pressing the *Cancel Assignment* button.

Job Number	<b>18377</b>
Job Status	Active / Call-In
Employee	THOMPSON, JENNIFER
Location	COLUMBUS MIDDLE SCHOOLS
Classification	ENGLISH 44
Special Instructions	None
Start Date/Time	2003/04/18 08:00 am
End Date/Time	2003/04/28 03:00 pm
Employee Work Schedule	Mon Tue Wed Thu Fri
Assigned Substitute	121212 BRADSHAW, TINA

**Select Assignment Cancellation Reason** ▼

Cancel Assignment
Return to List

## WebCenter™ Substitute Access

Pressing the *Cancel Assignment* button will cancel the assignment.

Pressing the *Return to List* button will return you to the review list of jobs *without* canceling the assignment.

A successful action will display to confirm a cancellation. The screen is returned to the *Review Absences* tab.

**Assignment successfully cancelled.**