

## **EMPLOYEE REGISTRATION**

### **SUBFINDER SYSTEM**

#### **EMPLOYEES MUST REGISTER/VOICE THEIR NAME, GRADE AND SUBJECT TO SUBFINDER BY PHONE OR THEY WILL NOT BE ABLE TO REPORT AN ABSENCE!**

1. Using a touch-tone phone, call SubFinder at 312-0076.
2. SubFinder will identify its self and ask you to enter your PIN/Password using the touch pad of your telephone (whole SS# followed by the # key).
3. Once you have entered your PIN/Password and pressed the # key, SubFinder will acknowledge that this is the first time you have called and it will ask you to voice your name. Please speak clearly and state your name immediately followed by your grade level and subject. When you are finished speaking, press the # key. After pressing the # key, SubFinder will play your recorded name, grade level and subject area back to you for verification. If it is recorded clearly and correctly, press 1. If it is not stated clearly and you want to re-record your name, press 2 and repeat the process.
4. Once you have recorded your name, grade level and subject area and accepted it, SubFinder will play the Main Menu. Choose option # 4 – To Review Personal Information. If any of the information is incorrect, please notify Carolyn Parker in the SubFinder Office (757-547-0153 X 181). If you have an address or phone number change, please submit a completed “Notification of Personal Information Change” form. This form is available from your school’s main office.
5. Congratulations, you are now registered!
6. You may now use SubFinder by phone or through the WebConnect to report and monitor your absences.

To change your PIN/Password to a number other than your social security number, please refer to the link on the Chesapeake Public School’s Webpage – Top Picks – SubFinder – Instructions for changing PIN/Password.