

SubFinder WebConnect User's Guide For Substitutes

WebConnect

Using WebConnect, Substitutes can quickly accomplish routine tasks such as checking for Available Jobs and reviewing Current Jobs. The entire workforce has easy-to-use, secure Web browser access to all the same great features available from SubFinder via telephone, plus additional features optimized for the Web.

WebConnect works in conjunction with the Chesapeake Public School's SubFinder system. It uses the existing database and complements the telephone operation of SubFinder. All data becomes instantly available, whether it is entered through WebConnect or by telephone.

WebConnect is used to access SubFinder from your home or office computer, or any computer as long as you have access to the Internet. Simply enter your District's web address for WebConnect <https://subfinder.cpschools.com/webconnect/login/login.asp> in your Internet Browser address line or you may sign onto the Chesapeake Public Schools home page www.cps.k12.va.us and select SubFinder from the list of Top Picks, and then select the WebConnect Tab (Employees and Substitutes).

The on line tutorial is new feature that is helpful in demonstrating how to use the features offered in WebConnect. The tutorial may be started and stopped and viewed as needed.

System Access

To access WebConnect, simply enter your **Last Name** in **CAPITAL** letters in the last name field and your Substitute **PIN/PASSWORD (your whole SS#)** in the password field. Click the **Submit** button.

The welcome window below appears. On the left side of the screen there are buttons giving you access to various options. These include **Available Jobs, Current Jobs, Personal Info, DND/Unavailable, and Log Out.**

Available Jobs

To view available jobs, click the **Available Jobs** button. WebConnect displays all available jobs for which you qualify based on the information you provided on when you completed your SubFinder profile. Please read the job's details carefully, some jobs are for partial days others are for multiple days – do not accept a job if you do not wish to accept the terms. To accept a job, click the **Job ID number** listed in the Job ID column. Job Shopping (viewing all assignments available at that moment that fit your SubFinder profile) is allowed; however once you have committed to a job, you are expected to work the assignment. Occasionally you may need to cancel a job but **DO NOT** accept a job, hold it (so another sub can't accept it), then cancel it and then accept a different job for the same day. This causes problems for the schools, since the first job that you accepted and held for several days or weeks and released close to the start time may not fill; this leaves the school short and gives other subs a very limited opportunity to accept the job once it is reposted.

Once a job has been selected, WebConnect offers additional details on the job. It will also provide any Special Instructions that have been written for the job. To view site directions, click the hyperlink **Site Direction.**

Note: If the job/absence was entered via telephone and special instructions were recorded; you will see a message to call SubFinder to hear them.

You will be presented with two options: **Accept Job**, or **Don't Accept Job**. If you choose **Don't Accept Job** WebConnect will return you to the main listing of available jobs, but the individual job will be available to review and possibly accept at a later time.

If you choose to accept a job, remember to write down the job ID number for future reference (i.e., if you need to cancel the job at a later time.) Click **Accept Job**. WebConnect will display the message **Job successfully selected** and will list any remaining jobs for which you are qualified to work.

Current Jobs

To view your current assignments, click the **Current Jobs** button. This window will display all of your accepted assignments (past, present & future) including job id, date, site, position, and the name of the absent employee.

To view special instructions and/or site directions, click the hyperlinks that are listed in the Special Instructions and Site columns.

Note: If the job/absence was entered via telephone and special instructions were recorded, you will see a message to call SubFinder to hear them.

** Review current assignments frequently so that you are aware of all the assignments that you have accepted; it also helps you to keep abreast of job changes or cancellations that may have occurred.*

Canceling a Job – Jobs that you have accepted will appear under Current Assignments, if you need to cancel click on the **Job ID number** (located to the left of the job details). You may cancel a job up to 1:45 minutes before the start time. If you are trying to cancel within 1:45 minutes of the start time, you will not be offered a button under the Job ID number; you will need to contact the administrator at the school where the job was scheduled. **You are only allowed one job cancellation during the morning call out before you are disqualified for the call out period. If you cancel a job the morning of the job, we assume that you will not be able to work that day, therefore you will not be offered/shown any other jobs for that same day. If you must cancel a job on the day of the job, we would greatly appreciate it if you would also call the school to notify them.**

Personal Information

To review your personal information, click the **Personal Info** button. You will then see several tabs, including General Information, Address, Certifications, and Availability.

General Information – the General Information tab displays your Name; your SubFinder generated ID Number, your PIN Number, Total Days Worked for this Year, Total Certified Job Days Worked (if your site is a school district), your Date of Hire, Date Added (entered) into the SubFinder system, and whether you are a Certified and/or Classified substitute.

The information under **General Information can only be viewed**; you cannot edit or change any of the information.

Address – The Address tab displays your current address and telephone number. You may change your telephone number at any time if you wish to receive calls at a different location. **It is very important that you keep your telephone number up-to-date or you will not receive calls from SubFinder for**

jobs. DO NOT change your area code to a number outside of the 757 or 252 area code – SubFinder will not be able to call you! Permanent changes to your name, address or telephone number require that you complete a “Notice of Personal Information” form and submit the completed form to the Personnel Office. The form is available from the Personnel Office or from any school office.

Certifications – the Certification tab shows any Certifications you may have, as well as their expiration dates. If the information is not accurate or up-to date, please contact the SubFinder operator in the Personnel Department. The information under Certification can only be viewed; you cannot edit or change any of the information.

Availability – The Availability tab shows your work availability. The default setting is minimum hours 0 and maximum hours 10 Monday through Friday and minimum hours 0 and maximum hours 0 for Saturday and Sunday. You may change your availability at any time through the phone or the Internet. Changes entered here can alter the availability of certain jobs being offered to you (i.e., if you enter “0” as the maximum hours for Monday, the system will block **all** Mondays and will never offer or call you for jobs on Mondays.) If you can’t work on a particular day (i.e. next Monday), please use the DND/Unavailable button (see next section).

DND/Unavailable

Click the DND/Unavailable button (on the left of the window) to add a Do Not Disturb or an Unavailable to your record. On the next screen select the **Add Record** button.

DND and **Unavailable** can be added for a single day or for a date range, as well as for any time frame in the day. **Select the type of record from the drop down menu (DND or Unavailable), enter the daily time, and dates** you wish then click **Add Record**. This finalizes and records the transaction and takes you back to the original screen. If the information entered was incorrect, use the **Back** button on your Internet Browser to go back and re-enter the information. Once you have verified that all of the information is correct click the **Add Record** button.

DO use the Unavailable feature to mark yourself out for days that you cannot or do not want to work for Chesapeake Public Schools, then SubFinder will not use its limited call out time trying to contact you, it can use its time to call a substitute that is available to work.

DO NOT mark yourself Unavailable in SubFinder if you verbally agree to a long-term position. The school will not be able to enter the teacher’s absence with you as the sub if you have entered an unavailable for the date(s) in SubFinder.

If you **DO NOT** want telephone calls from SubFinder, then you will need to place a DND for the days/times that you do not want calls.

***Note:** If you have placed a DND and you are requested for a job by a teacher or administrator, the system will not be able to call you, however, if you sign on to WebConnect or call into SubFinder you will be notified that you have been requested for an assignment. You must accept the assignment to confirm that you will work the job.*

If you place a **DND** the **system cannot call you**, you will have to **call in or sign onto** WebConnect to **check for jobs**.

Reviewing a DND/Unavailable

You can also review any DND or Unavailable that is already recorded. To review a DND or Unavailable, enter the start and end dates and select the type (DND or Unavailable) of record you want to review – click **Review**.

Note: When you enter start and end dates for a review, it is important that you enter a date range broad enough to capture all of the DND or Unavailable that you previously entered

A screen showing the DND or Unavailable records that have been entered for the date range requested will appear at the bottom of the screen. From this screen, you can edit or remove a DND or Unavailable that has been set for a future date (Edit and/or Remove buttons are not offered when reviewing a DND or Unavailable for past dates). Simply click on the appropriate record's **Edit** or **Remove** button.

Log Out

When you are finished, click **Log Out** to leave WebConnect. To log back in, click the hyperlink **Click here to log in again**.