

**INTERNET BROWSER ACCESS INSTRUCTIONS**

**SIGN IN**

Open your Internet browser and access the SubCentral Sign In page. Review the messages above the Sign In. Enter your Access ID and PIN. Review additional announcements on your home page, if any.

**PROFILE Menu (top right)**

- **Update your Email**
  - o Enter your email address in the new email and re-enter email fields
  - o Select *Save* button
- **Change your Password – Number only/ Must be between 6 and 9 digits in length**
  - o Enter your current password (PIN)
  - o Enter your new password in the New field
  - o Enter your new password in the Confirm New fields
  - o Select *Save* button
- **Change your Callback Number**  
Enter the telephone number where you can be contacted by the system. Include the ‘1’ (long distance indicator) and area code only if required for the system to call you from the district office
- **Temporary Do Not Call setting**  
Enter a time in HH:MM am or pm format for the system to resume calling (The maximum is 24 hours from the current time)

**SCHEDULE Menu (top left)**

- **General** - To modify a schedule, delete and then create a new schedule  
Create a new Availability Schedule
  - o Select *New* button
  - o Select days of the week for the schedule by leaving boxes checked by that day
  - o Select the times you are available to work
    - Check box for all day or
    - Enter a start and end time range in HH:MM am or pm format
  - o Select *Save* button
  - o To Exit without saving changes, select the *Return to List* button
- Delete an Availability Schedule
  - o Select day(s) of the week you want to delete by checking the boxes by that day
  - o Select the *Delete* button
- **Temporary Do Not Call setting**  
Enter a time in HH:MM am or pm format for the system to resume calling (The maximum is 24 hours from the current time)
- **Classifications and Locations Menu**
  - o Review classifications and locations you have chosen for possible assignments
- **Create Unavailability Schedule**
  - o Select the *New* button
  - o Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
  - o Select the *All Day* check box or enter the time range in HH:MM am or pm format
  - o Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
  - o Select *Save* button
- **Delete Unavailability Schedule**
  - o Place a checkmark in the desired date range box
  - o Select the *Delete* button

**AVAILABLE JOBS (top left)**

Choose the *Available Jobs* link to view and accept assignments

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location
- You are specified for the job

Follow these steps

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
  - o Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
  - o Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
  - o Select the *Return to List* button to return to the job listing

**REVIEW ASSIGNMENTS (top left)**

Choose the *Review Assignments* link to review past, present and future assignments or to cancel an assignment

Follow these steps

- Select format for Assignment display. List or Calendar view
- Search for assignments
  - o Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon. Leaving dates blank will return all data
  - o Enter a specific job number (date range will not be used)
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
  - o Select the *Return to List* button to review other jobs assigned to you
  - o Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the “Job was cancelled successfully” notification. You cannot cancel an assignment that has already started

**SIGN OUT AND INTERNET BROWSER INFORMATION**

At any time during the session, the *Sign Out* link can be pressed to end the session and disconnect from SubCentral SmartFindExpress. Pressing the browser’s back button or going to another site on the Internet does not disconnect the session from SubCentral SmartFindExpress.

To ensure security and privacy of information, use the *Sign Out* link to disconnect from SubCentral SmartFindExpress and close the browser when you finish with your session.

**Important Note:** Do NOT use the browser’s BACK button to navigate to screens. Navigation buttons are on the bottom of SubCentral SmartFindExpress screens, such as the *Return to List* and *Continue* buttons.



**NYC DOE SUBCENTRAL**

**Substitute Quick Reference Card**  
(Updated – Version 2.0 – rev. 11/2011)

**SubCentral Dial-In Phone Number** **7 1 8 – 9 3 5 – 6 7 4 0**

**SubCentral Help Desk Phone Number** **7 1 8 – 9 3 5 – 4 4 0 1**

**Write your PIN number here** \_\_\_\_\_

**Internet Browser URL** [subcentral.eschoolsolutions.com](http://subcentral.eschoolsolutions.com)

**THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES**

	<b>Today’s Jobs</b>	<b>Future Jobs</b>
Monday - Thursday	Starts at 5:30 am	5:00 pm – 10:30 pm
Friday	Starts at 5:30 am	None
Saturday	None	None
Sunday	None	5:00 pm – 10:30 pm
Holidays	None	5:00 pm – 10:30 pm

**DECLINE/CANCELLATION REASONS**

1. **Illness**
2. **Lack of Child Care**
3. **Transportation hardship**
4. **Uncomfortable with assignment location**
5. **Uncomfortable with assignment classification**
6. **Uncomfortable with assignment school**
7. **Previous assignment**

**TELEPHONE ACCESS INSTRUCTIONS**

1. Enter your **Access ID**, followed by the star (\*) key
2. Enter your **PIN**, followed by the star (\*) key  
(If you do not have a PIN, enter your Access ID again, when prompted for your PIN. You will then be able to enter a new PIN to use.)

When the system calls you, pressing the star (\*) key will make the system wait for 2 minutes for you to enter your Access ID and PIN.

**REGISTRATION**

- Record your name followed by the star (\*) key  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and hang-up
- Hear your callback telephone number  
**PRESS 1** to Modify your callback number  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit to next step
- If your PIN is the same as your access ID, enter a PIN at least six (6) digits in length followed by the star (\*) key  
**PRESS 1** if Correct  
**PRESS 8** to Re-enter  
**PRESS 9** to Exit and hang-up

**THE SYSTEM CALLS****HEAR THE JOB OFFER**

- PRESS 1** to Hear the job offer  
**PRESS 2** to Set temporary Do Not Call  
**PRESS 9** to Exit and hang-up
- If you **pressed 1** to Hear the job offer  
**PRESS 1** to Hear the job description  
**PRESS 2** to Decline the job (without hearing the description)  
Enter the decline reason from page 1 followed by the star (\*) key or wait for a list of reasons
- If you **pressed 1** to Hear the job description  
**PRESS 1** to Accept this job  
**L the Job Number. You are successfully assigned to the job.**  
**PRESS 1** to Hear the job number again  
**PRESS 2** to Repeat the job description  
**PRESS 2** to Repeat the job description  
**PRESS 3** to Decline the job  
Enter the decline reason from page 1 followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and repeat this step
- If you **pressed 2** to Set temporary Do Not Call, hear a time offered  
**PRESS 1** to Accept the time offered  
**PRESS 2** to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm  
**PRESS 9** to Exit and hear the job offer

**HEAR THE CANCELLATION**

- Hear "This assignment has been cancelled" and the job information
- PRESS 1** to Repeat the job information  
**PRESS 9** to Exit and hang-up

**CALLING THE SYSTEM****MENU OPTIONS**

- Review or Cancel Assignments
- Hear Available Jobs
- Change your Callback Number
- Review or Modify Temporary Do Not Call Time
- Review or Modify Unavailability Dates
- Review or Modify Daily Availability
- Change PIN or Re-record Name
- Exit and hang-up

**1 - REVIEW OR CANCEL ASSIGNMENTS**

- Hear assignments in chronological order  
**PRESS 1** to Hear assigned job information again  
**PRESS 2** to Cancel this assigned job  
**PRESS 8** to Hear another assigned job  
**PRESS 9** to Exit to menu options
- If you **pressed 2** to Cancel assignment  
**PRESS 1** to Confirm cancellation  
Enter cancellation reason from page 1 followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and hear next assignment  
**PRESS 9** to Exit and hear next assignment (assignment will not be cancelled)

**2 - HEAR AVAILABLE JOBS**

- Hear assignment information  
**PRESS 1** to Repeat assignment  
**PRESS 2** to Accept assignment  
**PRESS 3** to Decline assignment  
**PRESS 8** to Hear next assignment  
**PRESS 9** to Exit to menu options
- If you **pressed 2** to Accept assignment, hear the job assignment  
**PRESS 1** to Repeat assignment  
**PRESS 2** to Hear next assignment  
**PRESS 9** to Exit to menu options
- If you **pressed 3** to Decline assignment  
Enter decline reason from page 1 followed by the star (\*) key or wait for a list of reasons  
**PRESS 1** to Accept  
**PRESS 2** to Re-enter  
**PRESS 9** to Exit and hear next assignment

**3 - CHANGE YOUR CALLBACK NUMBER**

- Hear the Callback telephone number  
**PRESS 1** to Modify callback telephone number  
**PRESS 9** to Exit to menu options (number will not be changed)
- Enter new telephone number followed by the star (\*) key. Hear the new telephone number  
**PRESS 1** if Correct  
**PRESS 2** to Re-enter the number  
**PRESS 9** to Exit to menu options

**4 - REVIEW OR MODIFY TEMPORARY DO NOT CALL TIMES**

- Hear the temporary Do Not Call time  
**PRESS 1** to Enter a time  
**PRESS 2** to Delete this time  
**PRESS 9** to Exit to menu options
- If you **pressed 1** to Enter a time, hear a time offered  
**PRESS 1** to Accept the time offered  
**PRESS 8** to Enter an earlier time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm  
**PRESS 9** to Exit to menu options

**5 - REVIEW OR MODIFY UNAVAILABILITY DATES**

- PRESS 1** to Review or delete unavailability period  
**PRESS 2** to Add a new unavailability period  
**PRESS 9** to Exit to menu options

- If you **pressed 1** to Review or delete, hear the unavailable period information  
**PRESS 1** to Delete this unavailability period  
**PRESS 2** to Hear the next unavailability period  
**PRESS 9** to Exit to menu options
- If you **pressed 2** to Add dates  
Enter Start Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)  
Enter End Date; two digits for the month, two digits for the day, two digits for the year (MMDDYY)  
  
Indicate unavailable all day?  
**PRESS 1** for Yes  
**PRESS 2** to Enter time  
Enter Start Time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm  
Repeat procedure for End time
- Receive calls for future assignments during unavailable period?  
**PRESS 1** to Receive calls for future jobs during this unavailability period  
**PRESS 2** if you do not want to receive calls for future jobs during this unavailability period  
**PRESS 9** to Exit and review or modify unavailability dates (without saving unavailability period)

**6 - REVIEW OR MODIFY DAILY AVAILABILITY**

- PRESS 1** to Review or delete, hear a time period you are available to work  
**PRESS 2** to Enter a new time period you are available to work  
**PRESS 9** to Exit to menu options
- If you **pressed 1** to Review or delete a time period you are available to work, hear the day and time period in chronological order  
**PRESS 1** to Delete this time period  
**PRESS 8** to Hear the next time period  
**PRESS 9** to Exit to review or modify daily availability
- If you **pressed 2** to Enter a new time period you are available to work  
Select the day of the week  
**PRESS 1** for Monday thru Friday  
**PRESS 2 - 8** for Sunday thru Saturday (2=Sunday, 3=Monday, 4=Tuesday, 5=Wednesday, 6=Thursday, 7=Friday, 8=Saturday)  
If you **pressed 1** thru **8**, enter a time  
**PRESS 1** for All day  
**PRESS 2** to Enter start and end time  
Enter the time in HH:MM format. Enter two digits for the hour and two digits for the minutes. Enter 1 for am or 2 for pm  
**PRESS 9** to Exit to review or modify daily availability (without saving changes)

**7 - TO CHANGE PIN OR RE-RECORD NAME**

- PRESS 1** to Change your PIN  
**PRESS 2** to Change the recording of your name  
**PRESS 9** to Exit to menu options
- If you **pressed 1** to Change your PIN  
Enter a new PIN at least six (6) digits in length followed by the star (\*) key  
**PRESS 1** if Correct  
**PRESS 8** to Re-enter  
**PRESS 9** to Exit to menu options
- If you **pressed 2** to Change the recording of your name  
Record your name; press the star key (\*) when finished  
**PRESS 1** to Accept  
**PRESS 2** to Re-record name  
**PRESS 9** to Exit to menu options