

Please be informed that SmartCard System will be disabled on May 16, 2011 and will no longer be available to use. The Division of Human Resources and Talent is in the process of transitioning to a new type of ID card system for substitute teachers. You will receive more information in the near future about the new technology and how it will be implemented to substitute teachers and schools.

In preparation for the transition, please note the following:

- The HR Connect ID Card Unit is issuing all new substitute teachers white ID cards, printed with the substitute teacher's photo. The photos are taken with a light blue background.
- On May 16, 2011 the SmartCard System and SEES **will be shut down permanently and will be unavailable for use.**

While we expect to implement a new system in the near future, **a new manual process is required to validate employment eligibility.**

## **DETERMINING THE ELIGIBILITY OF A SUBSTITUTE**

To validate a substitute teacher's eligibility to work, you must use the EE screen and SubCentral. An employee will be cleared to work if and ONLY if these criteria are met:

- The EE screen does not display a problem code; **and**
- The substitute's profile in SubCentral indicates that they are "Active," and "Available for New Jobs."

Unless **both** of these criteria are met, **schools may not employ the substitute.**

The EE screen is used to confirm that there are no outstanding arrests or violations which would preclude the person from working, as determined by the Office of Personnel Investigations. SubCentral is used to determine if the person has a valid credential to substitute, and to ensure that they are not the current subject of disciplinary action.

## **ACCESS FOR THE EE SCREEN**

The EE screen can be accessed using WebConnect, the new internet-based application that contains EE, EIS, PDPS, etc. WebConnect can be accessed via the following link: <https://wc.nycenet.edu/> More information regarding WebConnect is attached.

## ACCESS FOR SUBCENTRAL

If your school does not use SubCentral, or you do not have access to the system, you must register by phone using the instructions below:

- Call the SubCentral automated system at (718) 935-6740.
- After a brief announcement, the system will ask you to enter your Access ID (which is your File/EIS number) followed by the star key (\*).
- Next the system will ask you to enter your PIN (which is your File/EIS number again) followed by the star key (\*).
  - Note: Do not enter any leading zeros when entering your File/EIS number.
- The system will then ask you to record your name after the tone and press the star key (you will have the ability to listen and re-record if necessary) .
- Then you will hear your work location(s) and job description(s).
- Next you must enter your new PIN number followed by the star key (\*).
  - Note: Your PIN must be between 6 and 9 digits in length, numbers only and cannot be the same as your File/EIS number.
- The registration process is complete once you hear the following message “Your PIN has been changed. Please write down this number for future reference”, then the system will go to the main menu and you may end the call.

Step-by-step instructions regarding telephone registration and other helpful tools are also located on the Exchange server on the SubCentral Quick Links Page found here: <http://intranet.nycboe.net/HR/QuickLinks/SubCentral.htm>

## INSTRUCTIONS AND SCREEN SHOTS FOR NAVIGATING SUBCENTRAL

Once you have registered, you may access SubCentral via the internet using the instructions below:

- Click on and open your internet browser (most commonly Internet Explorer).
- Enter the following website in the address bar: <https://subcentral.nycenet.edu>
- Type in your Access ID (File/EIS number) in the User ID field.
- Next you must enter your password (created upon telephone registration) in the Password field.
- Then click the *Submit* button. (See Figure 1 below)
- Next you will search for the substitute teacher by selecting the *Profile Inquiry/Reports* link in the list towards the left of your SubCentral home page. (See Figure 2 below)
- You may use the substitute’s Name, Access ID (File number) or External ID (Social Security number) and click *Search* to locate the substitute. (See Figure 3 below)

- Once you have accessed the profile screen you must scroll to the bottom and determine if “Active” and “Available for New Jobs” have a check mark. (See Figures 4 and 5 below)
- If the substitute has the information checked and EE screen does not display a problem code, then s/he is approved for employment. (See Figure 6 below)

You may also access SubCentral via the following link:

<https://subcentral.nycenet.edu/profileMainAction.do> to review substitute teachers' records and determine if they are eligible for employment at your school.

To request additional training, or to request system access for other users, please call 718-935-4401 or email [subcentral@schools.nyc.gov](mailto:subcentral@schools.nyc.gov).

If you need assistance, please call the SubCentral Help Desk at (718) 935-4401 or the Principal's Hotline at (719) 934-4940, starting at 6:00 AM. You may also email Ms. Oeklen Kenol at [okenol@schools.nyc.gov](mailto:okenol@schools.nyc.gov) for further information.

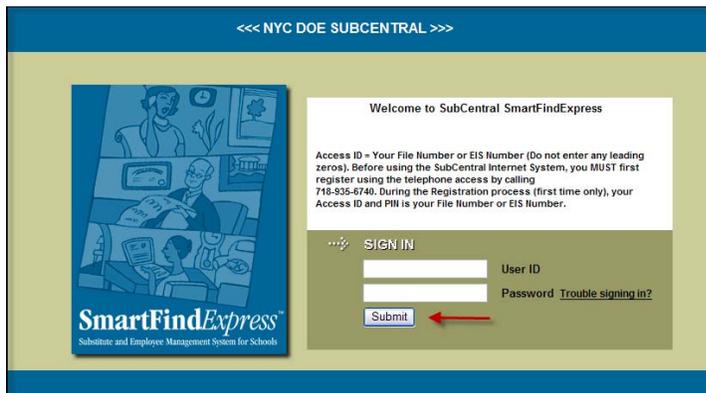


Figure 1

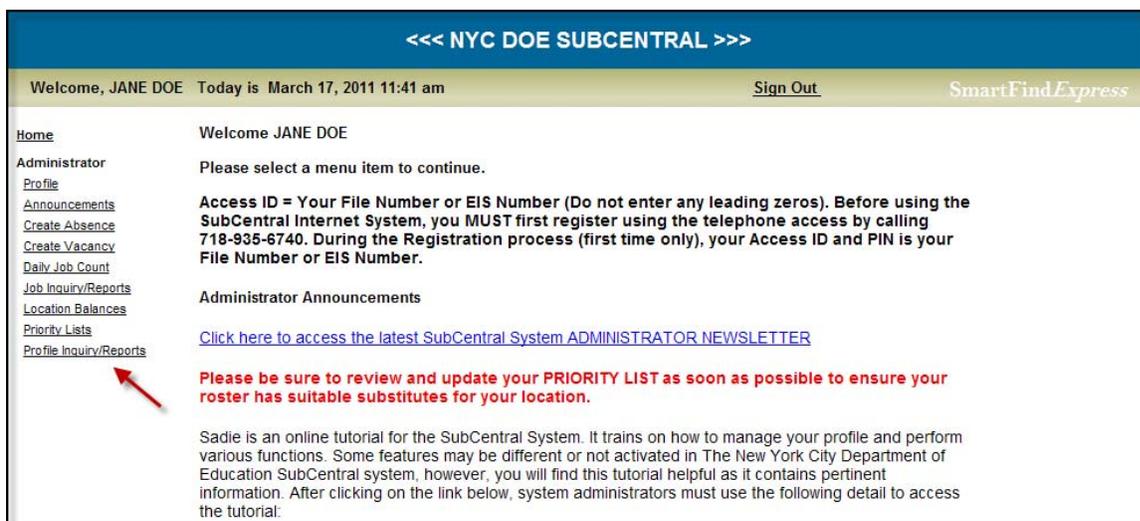


Figure 2

**<<< NYC DOE SUBCENTRAL >>>**

Welcome, JANE DOE Today is March 17, 2011 11:43 am [Sign Out](#) SmartFindExpress

Home Profile Inquiry Employee Inquiry Substitute Inquiry

Administrator  
[Profile](#)  
[Announcements](#)  
[Create Absence](#)  
[Create Vacancy](#)  
[Daily Job Count](#)  
[Job Inquiry/Reports](#)  
[Location Balances](#)  
[Priority Lists](#)  
[Profile Inquiry/Reports](#)

### Profile Inquiry and Reports

**Search Criteria**  
 Note: Partial Names can be entered

Last Name:   Begins with  Contains  
 First Name:   Begins with  Contains  
 Access ID:   
 External ID:   
 Call Back #:   
 Records Per Page: 50

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Figure 3

**<<< NYC DOE SUBCENTRAL >>>**

Welcome, JANE DOE Today is March 17, 2011 11:53 am [Sign Out](#) SmartFindExpress

Home Profile Substitute

Administrator  
[Profile](#)  
[Announcements](#)  
[Create Absence](#)  
[Create Vacancy](#)  
[Daily Job Count](#)  
[Job Inquiry/Reports](#)  
[Location Balances](#)  
[Priority Lists](#)  
[Profile Inquiry/Reports](#)

### Modify Profile

Profile last updated on 03/17/2011 by KENOL, OEKLEN

\* Access ID:  PIN:   
 \* Last Name:   
 First Name:   
 External ID:   
 Telephone Number:   Reset? Registered on 03/17/2011  
 E-mail:   
 Address Line 1:   
 Address Line 2:   
 City:   
 State/Prov.:  Zip/Postal:   
 Gender:

Figure 4

Address Line 1: 65 COURT STREET  
Address Line 2:  
City: BROOKLYN  
State/Prov.: NY Zip/Postal: 11201  
Gender: Male  
Ethnicity:  
\* Language: English  
\* Type:  
 Is Employee  Active  
\* Calendar: All Locations  
 Is Substitute  Active  
 Available for New Jobs  
 Available for Long Term  
 Is Certified  
 Available for General Calling  
Callback Number: 718-935-0000  
[Return To List](#)

Figure 5