

Substitute Self Service Center

You can use the TEAMS Substitute Self Service Center to accept or reject substitute jobs and to customize settings, such as your availability and preferred locations.

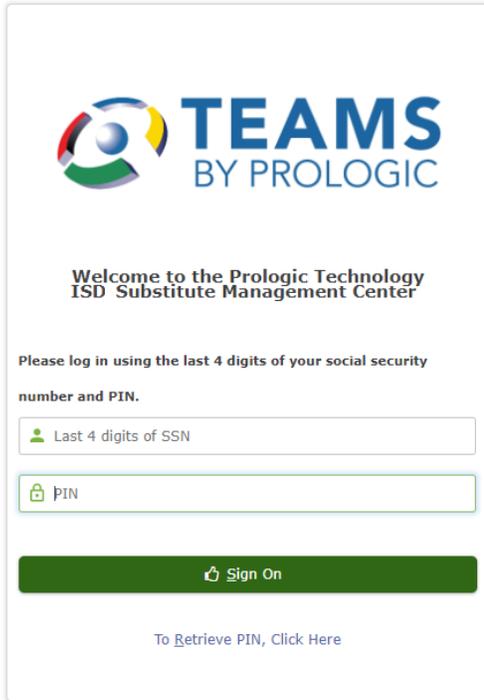
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Accessing the Substitute Self Service Center

To access the desktop version of the Substitute Self Service Center:

1. Click your district's link to the Substitute Self Service Center. The Substitute Sign-In tab is displayed.



TEAMS
BY PROLOGIC

Welcome to the Prologic Technology
ISD Substitute Management Center

Please log in using the last 4 digits of your social security
number and PIN.

Last 4 digits of SSN

PIN

Sign On

[To Retrieve PIN, Click Here](#)

Figure 1: Substitute Sign-On screen

2. In the **Last 4 of SSN** field, enter the last four digits of your Social Security number.
3. Enter your TEAMS Call-in **PIN**.
If you cannot remember your PIN, click the **To Retrieve PIN, click here** link to complete fields to access it.
4. Click the **Sign On** button. The My Information navigation bar is shown with the Pre-Arranged Jobs tab.

Accessing Substitute Mobile

Substitute Mobile is the mobile web version of the desktop Substitute Self Service Center application. Functionality in Substitute Mobile is limited to accessing and accepting jobs. To customize settings, such as your preferred locations, use the desktop Substitute Self Service Center application.

Downloading the TEAMS Mobile App



Note: Your district must activate the applications that are available for use with the TEAMS Mobile app. If you have questions about whether Substitute Mobile is used with the TEAMS Mobile app at your district, ask your Human Resources Department.

The free TEAMS Mobile app by Prologic Technology Systems is available on the Apple and Android app stores. To download the app for use with Substitute Mobile:

1. On your mobile device, go to the Apple App Store or Android Apps on Google Play and search for "TEAMS Prologic" to find the TEAMS Mobile app.
2. Download the TEAMS Mobile app. The first time you access the TEAMS Mobile app, the Configure page is displayed.
3. In the **District** field, select your school district.
4. Tap **Submit**.
5. For the **Account Type**, tap *Substitute* to work with Substitute Mobile.
6. Tap **Submit**. A pop-up box is displayed asking you to confirm your selections.
7. Tap **OK** to save your selections.



Note: The Configure page will not be displayed again when you open the TEAMS Mobile app, but you can change your selections in Settings if necessary.

Logging in to Substitute Mobile

On your mobile device, use one of the methods below to access Substitute Mobile.

1. On your mobile device, use one of the methods below to access Substitute Mobile.
 - o Access the TEAMS Mobile app. If you have configured TEAMS Mobile for the Substitute account type, the Substitute Login page is displayed.
 - o Enter your district's link for accessing the Substitute Mobile application. The Substitute Login page is displayed.



Note: Substitute Mobile supports Apple products running iOS 5 or later on iPhone, iPad, or iPad Touch; Android devices running version 3 or newer on smartphones or tablets; Windows Phone 8 or newer; and Safari or Chrome Web browsers.

Figure 2: Substitute Login page (partially illustrated) in Substitute Mobile

2. In the **Last 4 of SSN** field, enter the last four digits of your Social Security number.
3. Enter your TEAMS Call-in **PIN**.
4. Tap the **Login** button. The Home page is displayed with options for accessing and accepting jobs, as well as changing your PIN.

Figure 3: Home page (partially illustrated) in Substitute Mobile

5. See [Working With the Navigation Bar](#) for an overview of the available options.

 **Note:** The  (Home) and  (Logout) icons are displayed on the bottom of each page in Substitute Mobile.

Working With the Navigation Bar

Use the links of the My Information navigation bar to access the tabs of the Substitute Service Center and perform tasks related to your substitute activities within the district.



Note: *Some options below are not used in the Substitute Mobile version of the Substitute Self Service Center application.*

- [Pre-Arranged Jobs \(page 6\)](#). The Pre-Arranged Jobs tab lists available jobs for which a district employee has selected you as their preferred substitute.
- [Search for Jobs \(page 7\)](#). The Substitute Search for Jobs tab shows available jobs that meet your profile.
- [Accepted Jobs \(page 8\)](#). The Accepted Jobs tab shows a list of jobs you have accepted. You can cancel accepted jobs for future date on this tab.
- [Job History \(page 9\)](#). The Substitute Job History tab lists your jobs with the district.
- [Change PIN \(page 10\)](#). Change your Personal Identification Number.
- [Availability \(page 11\)](#). Indicate days and/or times that you are not available. (Not used in Substitute Mobile.)
- [Do Not Disturb \(page 13\)](#). Set times during which you do not want to be contacted by the automated calling system. (Not used in Substitute Mobile.)
- [Location Restrictions \(page 14\)](#). Indicate district locations for which you do not want to be contacted for a job. (Not used in Substitute Mobile.)
- [Subject Areas \(page 16\)](#). The Substitute Subject Areas tab lists your designated subject areas. (Not used in Substitute Mobile.)
- [Substitute Roles \(page 17\)](#). The Selected Substitute Roles tab lists the substitute roles you have selected. (Not used in Substitute Mobile.)
- [Documents \(page 18\)](#). Use the links on this tab to display documents related to your substitute position. (Not used in Substitute Mobile.)
- **Log Off.** Click the link of the My Information navigation bar to log out of the Substitute Service Center. The Substitute Sign-On tab is displayed.
- **Employee Service Center.** Click the link to open the log in page for the Employee Service Center in an alternate browser window. You are not logged out of the Substitute Service Center. (Not used in Substitute Mobile.)

Pre-Arranged Jobs Tab

The Pre-Arranged Jobs tab is shown when you log in to the Substitute Self Service Center. When you are viewing another tab, you can click the **Pre-Arranged Jobs** link on the My Information navigation bar to display this tab. The Pre-Arranged Jobs tab lists available jobs for which a district employee has selected you as their preferred substitute.

Figure 4: Pre-Arranged Jobs tab

Hover your cursor over the  icon to view a pop-up note with information about the course section of the assignment. Hover your cursor over the  icon to view a pop-up note with any additional instructions about the assignment.

You can click the Location name to view the address in Google Maps in a separate browser window.

Buttons on the Pre-Arranged Tab

- **Accept.** To accept a job listed on the tab, click it and click the **Accept** button. The Sub Job Number box shows your substitute job number for the assignment. When you have noted the number, click the **OK** button to close the Sub Job Number box. The job will be moved from the Pre-Arranged Jobs tab to the Accepted Jobs tab.
- **Reject.** To reject a job listed on the tab, click it and click the **Reject** button. The job is removed from the Pre-Arranged Jobs tab.

Search for Jobs Tab

Click the **Search for Jobs** link on the My Information navigation bar to view the Substitute Search for Jobs tab and view available jobs that meet your profile.

☰ Jobs 3 Records ▾

Job Start Date	Job End Date	Day Count	Organization	Location	Times	Employee	Role	Courses	Info	Job Title
11-13-2017	11-14-2017	2	Wash. State	Wash. State	7:15 AM - 3:15 PM	Wash. State	Teacher - Elementary			
10-27-2017	10-27-2017	1	Wash. State	Wash. State	7:15 AM - 3:15 PM	Wash. State	Teacher - Elementary			3rd Grade
10-27-2017	10-31-2017	3	Wash. State	Wash. State	7:15 AM - 3:15 PM	Wash. State	Teacher - Elementary			Art

Accept **Refresh**

Figure 5: Search for Jobs tab

Hover your cursor over the  icon to view a pop-up note with information about the course section of the assignment. Hover your cursor over the  icon to view a pop-up note with any additional instructions about the assignment.

You can click the Location name to view the address in Google Maps in a separate browser window.

Buttons on the Substitute Search Jobs Tab

- **Accept.** To accept a job listed on the tab, click it and click the **Accept** button. The Sub Job Number box shows your substitute job number for the assignment. When you have noted the number, click the **OK** button to close the Sub Job Number box. The job will be moved from the Substitute Search Jobs tab to the Accepted Jobs tab.
- **Refresh.** To see if other jobs matching your profile have been added to the system since you logged in to the Substitute Service Center, click the **Refresh** button to refresh the tab.
- **Expand Results.** If you have set up location restrictions that are active on the current date, the Expand Results button appears with a message informing you that more jobs may be available. Click the button to temporarily broaden your search to include results that may have been excluded due to your location restrictions.

Accepted Jobs Tab

Click the **Accepted Jobs** link on the My Information navigation bar to view the Substitute Accepted Jobs tab with a list of jobs you have accepted. If an accepted job is for a future date and you need to cancel, you can do that from this tab.

☰ Accepted Jobs 0 Records ▼

Sub Job ID	Job Start Date	Job End Date	Day Count	Organization	Location	Times	Employee	Role	Date Accepted	Courses	Info

✕ Cancel Job
Report Absence

Figure 6: Substitute Accepted Jobs tab

Hover your cursor over the  icon to view a pop-up note with information about the course section of the assignment. Hover your cursor over the  icon to view a pop-up note with any additional instructions about the assignment.

You can click the Location name to view the address in Google Maps in a separate browser window.

Buttons on the Substitute Accepted Jobs Tab

- Cancel Job.** To cancel a job you have accepted, click it and click the **Cancel Job** button. If you cannot cancel the job through the Substitute Service Center (for example, if it is the day of the job), the Can Not Cancel Notification box informs you that you must contact office staff to cancel the job. Click the OK button to close this box.
- Report Absence.** To report that you will be absent for a job that you accepted, click the **Report Absence** button. In the Assign Substitute button that appears, select the **Start Date** and **End Date** of your absence (or the **As Of Date**) and click the **OK** button.

Job History Tab

Click the **Job History** link of the My Information navigation bar to view the Substitute Job History tab with a list of your jobs with the district. If a listed job is for a future date and you need to cancel, you can do that from this tab.



Figure 7: Substitute Job History tab

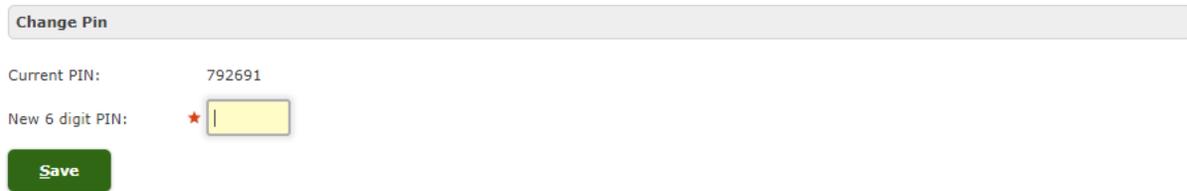
You can click the Location name to view the address in Google Maps in a separate browser window.

Buttons on the Substitute Jobs History Tab

- **Cancel Job.** To cancel a job you have accepted, click it and click the **Cancel Job** button.
If you cannot cancel the job through the Substitute Service Center (for example, if it is the day of the job), the Can Not Cancel Notification box informs you that you must contact office staff to cancel the job. Click the OK button to close this box.
- **Next 60 days** and **Previous 60 days.** You can click these buttons to look forward and backward in your job history.

Change PIN Tab

Click the **Change PIN** link of the My Information navigation bar to display the Change PIN tab, which you can use to change your Personal Identification Number (PIN), if necessary.



The screenshot shows a web interface for changing a PIN. At the top, there is a grey header bar with the text "Change Pin". Below this, there are two rows of input fields. The first row is labeled "Current PIN:" and contains the text "792691". The second row is labeled "New 6 digit PIN:" and features a red star icon to the left of a yellow rectangular input box. Below these fields is a green button with the word "Save" in white text.

Figure 8: Change PIN tab

If you need to change your PIN, enter the 6-digit number in the **New 6 digit PIN** field and click the **Save** button.



Note: *Your PIN must be six digits and must be unique among TEAMS users. If you enter a number that is not unique, the system displays a message that asks you to try again.*

Availability Tab

Click the **Availability** link of the My Information navigation bar to view the Substitute Availability tab, which you can use to indicate days and/or times that you are not available.



Note: The Availability tab is not used in Substitute Mobile.

Calendar

October, 2017

« < Today > »

Wk Sun Mon Tue Wed Thu Fri Sat

39 1 2 3 4 5 6 7

40 8 9 10 11 12 13 14

41 15 16 17 18 19 20 21

42 22 23 24 25 26 27 28

43 29 30 31

Select date

Thu, Oct 26, 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	Available	Available	Available	Available	Available	
8	9	10	11	12	13	14
	Available	Available	Available	Available	Available	
15	16	17	18	19	20	21
	Available	Available	Available	Available	Available	
22	23	24	25	26	27	28
	Available	Available	Available	Available	Available	
29	30	31				
	Available	Available				

Figure 9: Substitute Availability tab

Indicating You are not Available on a Selected Day

The Substitute Availability tab shows the district calendar for the month. By default for each potential work day, the system indicates that you are *Available*. If you know you are not available for all or part of a day, you can indicate that on tab.

1. Click the **Available** link on the day you cannot work to display a box that asks if you are available any portion of the selected day.
2. Select your availability in the **Are you available any portion of this day** box:
 - o If you are available a portion of the day and would like to potentially be called about a job, click the **Yes** button. A box appears in which you can designate the hours you are available on the day. In the **Start** field select the earliest time you are available, and in the **End** field, select when your availability ends. Click the **OK** button to close the box. The calendar will indicate that you are *Available* on the day and will list the time range of your availability.



Note: The selection lists of the Start and End fields show military times in 15 minute increments (for example, 13:15 equals 1:15 pm). Your selections will be converted to standard time.

- If you are not available any portion of the selected day, click the **No** button. The selected date will indicate that you are *Not Available* with the notation *All Day*.

Modifying Your Availability Settings

1. If you have indicated that you are not available on all or a portion of a day and you need to change this, click the **Available** or **Not Available** link on the selected day on the calendar. (The link displayed depends on whether you indicated you are available for a portion of the day.) The **Are you available any portion of this day** appears.
2. You can click these buttons are on this box:
 - Click the **Yes** button to open the Designate the time for which you are available box and enter your availability.
 - Click the **No** button to indicate that you are not available on the day.
 - Click the **Reset** button to restore the default indication that you are available all day.

Do Not Disturb Tab

Use the Do Not Disturb tab to set times during which you do not want to be contacted by the automated calling system. Click the **Do Not Disturb** link to view the Do Not Disturb screen.



Note: The Do Not Disturb tab is not used in Substitute Mobile.

Figure 10: Do Not Disturb screen

Setting the Do Not Disturb for a Date Range

1. Enter the **Start Date** and **End Date** field for the do not disturb setting.
You can enter the number 0 or the letter O (for “open”) in the End Date field if you want to allow the date range to go on indefinitely. When you do this, 12-12-9999 appears in the field.
2. Enter the **Start Time** and the **End Time** field, enter the hour/minute of each day for the do not disturb setting.



Note: If you do not designate AM or PM, the system will default the times as PM. If a time is in the morning, be sure to enter the AM designation.

3. Click the **Add** button to add the dates and times to the Substitute Do Not Disturb list.

Editing a Do Not Disturb Setting

1. To change a saved do not disturb setting, click it in the Substitute Do Not Disturb list and click the **Edit** button. Details about the setting appear in the Substitute Do Not Disturb panel.
2. Make any necessary changes to the fields of the Substitute Do Not Disturb panel.
3. Click the **Save** button.

Deleting a Do Not Disturb Setting

To delete a do not disturb setting, click it in the Substitute Do Not Disturb list and click the **Delete** button. A confirmation box asks you to confirm you want to delete the item. Click the **Yes** button to delete the setting.

Location Restrictions Tab

Click the Location Restrictions link of the My Information navigation bar to view the Locations Restrictions tab, which you can use to indicate district locations at which you do not want to accept a job.



Note: *The Location Restrictions tab is not used in Substitute Mobile.*

Organization Restrictions

Start Date:

Reason:

Available Organizations

- Administrative and Accounting(000000000)
- Adult Department(000)
- Art Department(000)
- Black Middle School(000)
- Blackstone Department(000)
- Board of Trustees(000)
- East Middle School(000)
- Energy and Technology Department(000)
- Executive Department(000)
- Finance Department(000)
- Health Care Department(000)
- High School(000)
- IT Department(000)

Selected Organizations

+ Add
Clear

sub.selfserve.org.restrict.notes

☰ Organization Restrictions
0 Records

Restrict Start Date	Restrict End Date	Type	Reason

Edit
 Delete

Figure 11: Locations Restrictions tab

Adding a Location Restriction

1. Enter a **Start Date** for the location restriction.



Note: *Because there is no End Date on this tab, when you save the location restriction, it will show [Open] in the Restrict End Date column. The restriction will be in effect until you delete it.*

2. Select a **Reason** for the restriction.

3. In the Available Organizations list, click to select one or more locations at which you do not wish to accept a job.
4. Click the **Add** button between the Available Organizations and the Selected Organizations lists. The Locations are moved to the Selected Organizations list.

You can use the **Add All** button to select all items in the Available Organizations list. Use the **Remove** button to remove an individual item from the Selected Organizations list. Use the **Remove All** button to remove all items from the Selected Organizations list.

5. Click the lower **Add** button to save the restriction information and add the restriction to the lower Organization Restrictions panel.

Editing a Location Restriction

1. In the lower Organization Restrictions panel, click the restriction and click the **Edit** button to view its information in the upper Organization Restrictions panel.
2. Make any necessary changes to the selections in the upper Organization Restrictions panel, then click the **Save** button.

Deleting a Location Restriction

In the lower Organization Restrictions panel, click the restriction and click the **Delete** button. Click **Yes** in the confirmation box to delete the restriction.

Subject Areas Tab

Click the **Subject Areas** link of the My Information navigation panel to view the Subject Areas tab with a list of your selected subject areas.



Note: *The Subject Areas tab is not used in Substitute Mobile.*



Figure 12: Subject Areas tab

Removing a Selected Subject Area

Click the subject area in the list, then click the **Remove** button.

Substitute Roles Tab

Click the **Substitute Roles** link of the My Information navigation bar to view the Selected Substitute Roles panel with a list of the substitute roles you have selected.



Note: *The Substitute Roles tab is not used in Substitute Mobile.*

☰ Selected Substitute Roles 26 Records ▼

Role Names
AVID Trainer
Adult Education
Adult/GED Paraprofessional
Advanced Academic Presenters
Athletic Game Workers
Babysitter
Bilingual/ESL Tutor

Remove

Figure 13: Selected Substitute Roles panel

Removing a Selected Subject Role

Click the role in the list, then click the **Remove** button.

Documents Tab

Click the **Documents** link of the My Information navigation bar to view the Documents tab. Use the links on the tab to display documents related to your substitute position.



Note: *The Documents tab is not used in Substitute Mobile.*

Substitute Forms

[Letter of Reasonable Assurance](#)

[Extra Duty AD - Federal Funding](#)

[AUP and HIPAA](#)

[Instructions for Sub Renewal](#)

Figure 14: Documents tab