

Getting Started as a Substitute

absence-help.frontlineeducation.com/hc/en-us/articles/115004472967-Getting-Started-as-a-Substitute

This guide will help you get started, whether you're a brand new user or just need a refresher, so you can use the system to its full-potential and find the jobs you're looking for.

Keep in mind: Some functions are permission-based. If you see something in an article that you are not able to do or doesn't look exactly the same as what you see on your screen, your district may not have given you permission to access this function.

Basic Training Video

In the basic training video, we cover logging in, finding and accepting available jobs, changing your PIN, and more!

The screenshot displays the 'Absence Management' interface for 'Frontline Education School District - CS TA LMS'. The user is logged in as 'Teresa Bell - Substitute'. The interface features a navigation menu on the left with options: Home, Available Jobs, History, Feedback, and Preferences. The main content area shows three calendar views for March, April, and May 2017. Below the calendars, there are four tabs: 'Available Jobs' (4), 'Scheduled Jobs' (1), 'Past Jobs' (1), and 'Non Work Days' (6). The 'Available Jobs' tab is active, displaying a table of job listings.

| Date | Time | Duration | Location | Actions |
|--|-------------------|----------|-------------------------|--|
| Cortes, Holly - Nurse | | | | |
| Thu, 3/23/2017 - Fri, 3/24/2017 | 8:00 AM - 4:30 PM | Full Day | Lewis Elementary | <input type="checkbox"/> Reject <input type="checkbox"/> See Details |
| Gagarin, Sergel - History Teacher | | | | |
| Fri, 4/14/2017 | 8:00 AM - 4:00 PM | Full Day | Hudson High School | <input type="checkbox"/> Reject <input checked="" type="checkbox"/> Accept |
| Clark, Joe - Custodian | | | | |
| Wed, 4/19/2017 - Thu, 4/20/2017 | 8:00 AM - 4:30 PM | Full Day | Hudson High School | <input type="checkbox"/> Reject <input type="checkbox"/> See Details |
| Turner, Ralph | | | | |
| Mon, 5/8/2017 - Wed, 5/10/2017 | 9:00 AM - 2:30 PM | Full Day | Armstrong Middle School | <input type="checkbox"/> Reject <input type="checkbox"/> See Details |

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After you've finished viewing the basic video, dig deeper by watching the advanced training video.

Easily Find and Accept Available Jobs

Absence and substitute management offers you the flexibility to proactively search for jobs and fill your own schedule the way you want. To help you benefit most from automated substitute placement, the system offers you both phone and web services for finding and accepting jobs. Substitutes can call in to the absence management system toll-free at **1-800-942-3767** or log in at **aesoponline.com**.

The screenshot displays the 'Absence Management' interface for Victoria County School District. The top navigation bar includes the user name 'Melody Pond' and 'Multi-District View'. The main content area features three calendar views for October, November, and December 2016. Below the calendars, there are four tabs: 'Available Jobs' (1), 'Scheduled Jobs' (1), 'Past Jobs' (1), and 'Non Work Days' (0). The 'Available Jobs' tab is active, showing a table with columns for Date, Time, Duration, and Location. The table lists a job for Robert Banner, a Physics Professor, on Friday, 10/28/2016, from 6:00 AM to 3:00 PM, for a Full Day at Victoria County Community Schools. The interface also includes a 'Reject' button and a 'See Details' button.

The system will notify you of available jobs that you qualify for. Most employee absences are entered the day before the absence occurs, but they can enter their absences very far in advance. Depending on your district's settings, you can discover available jobs days, weeks, or even months in advance. When a job that you qualify and are available for is entered, the absence and substitute management system will notify you about the new job over the phone. You can then choose to accept or reject the assignment.

If you'd like more information about how to find available jobs in the system, check out this article.

Manage your preferences

With absence management, not only can you plan your schedule ahead of time, but you can also choose Non-Work Days, specify which schools you would prefer to work at, and adjust call times to fit your schedule. You can also view work history and receive phone and e-mail notifications of available jobs.

Know you're going to be on vacation for a week this summer? Or would you prefer to never be offered Friday jobs? You can enter "Non-Work Days" which tell the system that you don't want to be called for jobs on pre-defined days.

Learn more about how to add and manage Non-Work Days [here](#).

Preferred Schools

There may be some schools in your district that you would prefer not to work at. The system gives you the ability to choose which schools you prefer to get job offers for and which schools you prefer not to be offered jobs for.

Learn more about how to use the Preferred Schools list [here](#).

Call Times

One of the features that make absence management great is its ability to automatically call and offer you available jobs. However, some times just aren't good times to be called (like at 5 AM - you need your rest!). The system allows you to customize the times at which the system will call you for available jobs.

Learn more about how to manage call times [here](#).

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