

# Lincoln Public Schools

## SubFinder Via The Web Instructions for Substitutes

The link to SubFinder is found on  
The Staff Center page at  
[www.lps.org](http://www.lps.org)

You can log on to SubFinder to review current assignments, review available jobs, cancel a job, and review personal information

**PRIOR TO USING SUBFINDER VIA THE WEB FOR THE FIRST TIME, YOU WILL NEED TO CALL SUBFINDER VIA THE PHONE (436-1870) AND REGISTER YOUR NAME.**

### ACCESSING YOUR ACCOUNT

Type the word "subs" in the "Keywords" box on the LPS home page ([www.lps.org](http://www.lps.org)). This will bring you to the SubFinder login page. There is also a link to SubFinder on the "Staff Center" page of the LPS website.

To gain access to your account, enter your last name (**NOT** your LPS email user name) in the "Last Name" field.

Next, enter your Personal Identification Number (PIN). Remember, your PIN is the same as your **LPS employee ID #** (number found on your online paycheck information and used to access LPS printers/copiers).

After the above steps have been completed, click on the log in button or simply press enter to complete process.

*You must register via a touch-tone phone before you can access SubFinder via the web.*

### YOUR MAIN MENU

**Available Jobs**  
**Current Jobs**  
**Personal Info**  
**DND/ Unavailable**  
**Tutorial**  
**Log out**

### Available Jobs TO REVIEW AVAILABLE JOBS

SubFinder will show you any available jobs.

To look at special instructions click on **Special Instruction**, which is located to the right of the job ID and under the title of "Special Instruction". If a job was reported via the phone, SubFinder will tell you to check SubFinder via the phone to listen for voiced special instructions.

To look at directions to the site click on the **Site's Name** which is located to the right of the job ID and under the title of "Site".

To look at the job details click on the **Job ID Number** button that is located in the first column under the title of "Job ID".

- If you clicked on the job ID number and want to accept the job, click **Accept Job** button. You will return to the main page for available jobs and it will say in the top right hand corner that the "job successfully selected".
- If you clicked on the job ID number and want to return to the available jobs page, click **Don't Accept Job** button.

### Current Jobs

#### TO REVIEW CURRENT JOBS OR TO CANCEL A JOB

SubFinder will show you all future jobs that you have currently accepted (It will NOT show you jobs that you have previously worked, nor will it show a job that you are in right at the moment of look up.)

- To look at special instructions click on **Special Instructions**, which is located to the right of the job ID and under the title of "Special Instruction".
- To look at directions to the site click on the **Site's Name**, which is located to the right of the job ID and under the title of "Site".

To CANCEL a job.

Click on the **Job ID Number** button that is located in the first column under the title of Job ID.

A confirmation page will appear.

- Use the drop-down box to select your cancellation reason.
- To cancel the job, click the **Cancel Job** button. This will take you back to the current jobs page.
- To return to the current jobs page without canceling the job, click the **Don't Cancel** button.

### Personal Info

#### TO REVIEW PERSONAL INFORMATION

SubFinder will show the Personal Information Menu

You may disregard the information under the **General Information** tab. LPS uses a different system to record and track this information and therefore, SubFinder could show this information inaccurately.

*\*\*Local Subs – Please make sure that you are keeping an accurate manual record of the number of days you sub.\*\**

- To review your phone number and address click on the word **Address**. To change the phone # you want SubFinder to call you at by clicking in the box next to the word "phone" and updating the information. The format is ###-###-####. **DO NOT CHANGE YOUR ADDRESS HERE.** If you have a permanent phone and/or address change, please update that information through the ICE system on the "Staff Center" page of the LPS website.
- LPS does not use the **Certification** feature on SubFinder for official purposes. We do, however, try to document the teaching certificate information here in order help us keep track of expiration dates.
- To review and/or change the days of the week you can work click on the word **Availability**.
- Your Substitute ID is located by your name near the top of the screen. **YOU DO NOT USE THIS NUMBER AS YOUR PIN WHEN SIGNING IN.** The Substitute ID is a 3-6 digit number used by teachers/employees to request you as a substitute.

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### DND/ Unavailable

#### TO REVIEW AND EDIT DO NOT DISTURB OR UNAVAILABLE

**UNAVAILABLE** means that you cannot work that day but SubFinder may still call you for future jobs during the evening call out period.

**DO NOT DISTURB (DND)** means that you do not want SubFinder to call you for any jobs during the time you have specified.

**You are not able to make changes to a Do Not Disturb or Unavailable date range after the first date of the range has begun.**

To add an UNAVAILABLE Date Range  
Click the **Add Record** button.

- At the type pull down menu choose **Unavailable**.
- Enter the beginning and ending date and times.
- For “Coverage” choose **Same Times Daily** if you want the unavailable for the same time frame everyday of the date range or choose **Total Date Range** if you want the unavailable for the whole date range.
- Once you have entered all the information, click the **Add Record** button. This will take you back to the DND/ Unavailable page. At the top of the page it will tell you record was successfully added.

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To add a DO NOT DISTURB date range  
Click the **Add Record** button.

- At the type pull down menu choose **Do Not Disturb**.
- Enter the beginning and ending date and times.
- For “Coverage” choose **Same Times Daily** if you want the DND for the same time frame everyday of the date range or choose **Total Date Range** if you want the DND for the whole date range. (*ex. If you never want to be called after 8:00pm, you would enter the end date as the last day of school and the time frame of 8:00pm-10:00pm and check “same times daily”. If you simply do not want to be called for a week, enter the start and end dates/times and choose “total date range”.*)
- Once you have entered all the information click the **Add Record** button. This will take you back to the DND/ Unavailable page. At the top of the page it will tell you record was successfully added.

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To review an UNAVAILABLE date range

- Enter the start and end dates of the entire date range you would like to review (*If you are unaware of what dates you originally entered as unavailable, enter a date from the beginning of the school year as your start date and the end of the school year as your end date.*)
- Once you have entered the needed information click the **Review Records** button.
- A box with your entered unavailable and/or do not disturb date ranges will appear at the bottom of the page.

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To edit an UNAVAILABLE date range (Start with the “Review an Unavailable Date Range” instructions above.)

- Click the **Edit** button of the date range you want to edit.
- You can edit the start and end dates and times. When done updating, click the **Update Record** button. This will take you back to the editing page.

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To remove an UNAVAILABLE date range (Start with the “Review an Unavailable Date Range” instructions.)

- Click the **Delete** button of the date range you want to remove.
- A confirmation will appear.
- To delete the unavailable click the **Yes** button. This will bring you back to the unavailable edit page.
- To go back to the Unavailable edit page click the **No** button.

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To review a DO NOT DISTURB date range

- Enter the start and end dates of the entire date range you would like to review (*If you are unaware of what dates you originally entered as DND, enter a date from the beginning of the school year as your start date and the end of the school year as your end date.*)
- Once you have entered the needed information click the **Review Records** button.
- A box will appear at the bottom of the page.

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To edit the DO NOT DISTURB date range. (Start with the “Review a Do Not Disturb Date Range” instructions above.)

- Click the **Edit** button of the date range you want to edit.
- You can edit the start and end dates and times. When done updating, click the **Update Records** button. This will take you back to the editing page.

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To remove the DO NOT DISTURB (Start with the “Review a Do Not Disturb Date Range” instructions above.)

- Click the **Delete** button of the date range you want to remove.
- A confirmation will appear.
- To remove the Do Not Disturb, click the **Yes** button. This will bring you back to the do not disturb edit page.
- To go back to the Do Not Disturb edit page click the **No** button.

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### Tutorial

The online tutorial visually walks you through each step of using SubFinder via the web. It’s like having your very own online instructor for SubFinder!

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### Log Out To Log Out of SubFinder

To log out of SubFinder, return to the main menu and click on the **Log Out** button.

**WHEN ACCEPTING A JOB VIA SUBFINDER, ALWAYS WRITE THE JOB NUMBER BEFORE DISCONNECTING.**