

Using Substitute Online (Basics)

Go to Substitute Online

- ✓ Prosser Schools Home Page – www.ProsserSchools.org (Select Substitute Online on the left navigation bar)
- ✓ Or... go directly to Substitute Online at: www.substituteonline.com



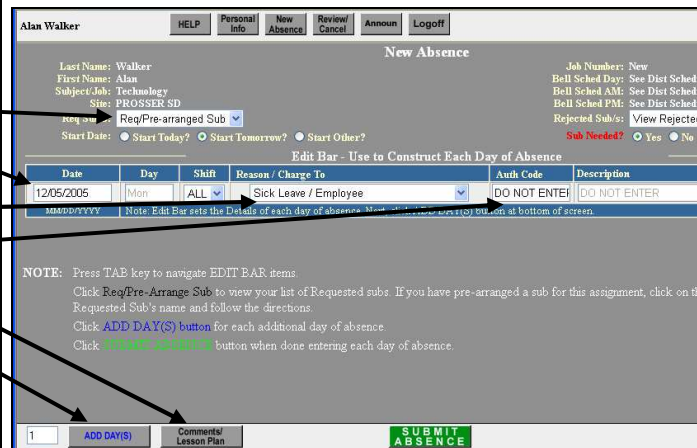
Login to Substitute Online

- ✓ Enter your **User Name** - _____
- ✓ Enter your **Password** - _____
- ✓ Choose **Prosser SD (WA)** from the dropdown list.
- ✓ Click on **Logon**



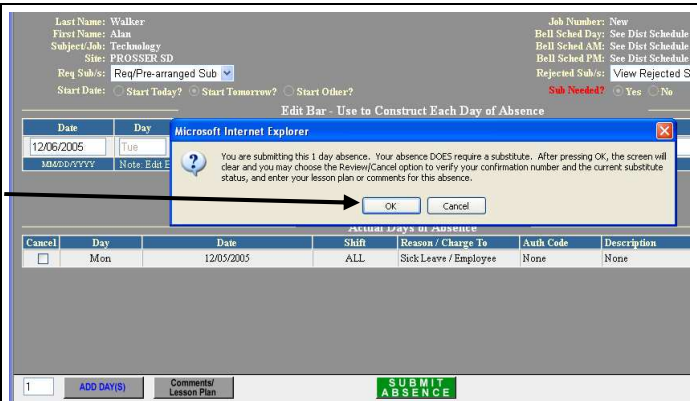
Enter New Absence

- ✓ **Choose the day you will be absent.** (It automatically defaults to:
 - Tomorrow if you are entering info during the afternoon or evening.
 - Today if you are entering info in the morning.
- ✓ Choose **WHY** you will be absent.
 - Enter an authorization code if it is a pre-approved absence
 - If you would like to add **comments** or **lesson plans**, click on the box.
 - If you will be absent more than one day, click on **Add Days**.
- ✓ **SUBMIT** your absence (**Green Box**)



Submit Your Absence

- ✓ **Verify** that everything is correct and click on **OK**.
- ✓ If you are entering the absence **AFTER 6:30 AM**, please call the sub line also. (509-786-1351)



Substitute Online Contact Information

www.substituteonline.com
 (509) 786-1351 – System Operator