

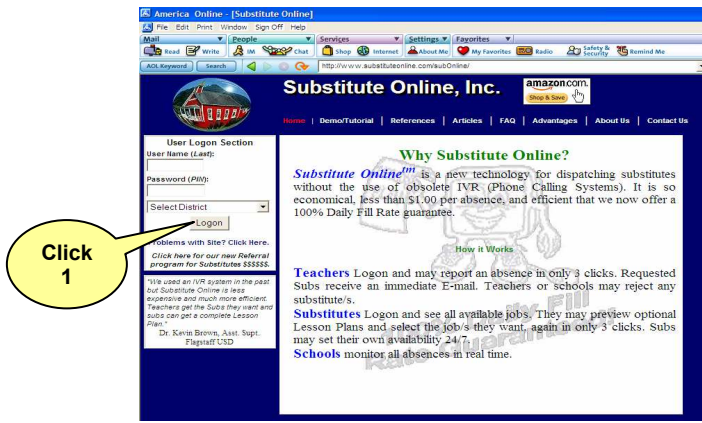
# Substitute Online™

Go to [www.substituteonline.com](http://www.substituteonline.com) - 3 Click Job Request

1

As an **approved** substitute, you must first Log-on. The Log-on screen should appear with the Log-on button visible. *If you do not see the Log-on button, you need to first adjust your System, Properties, Settings to 800 by 600 pixels.*

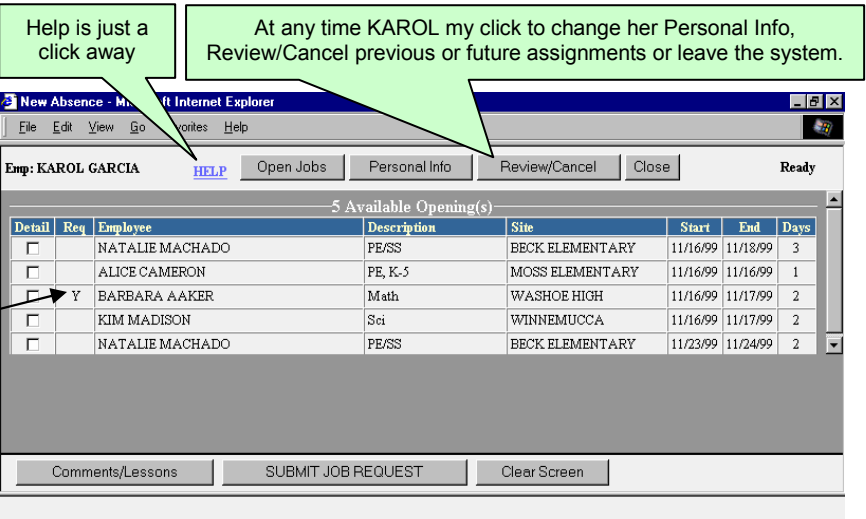
The program requires your **Last Name** and **Password**. Click the **Log-on** button when ready, two more clicks and you are done.



The system automatically generates a list of all available job openings.

KAROL GARCIA is our sample substitute.

She can see from the **Req** column that she has been requested by BARBARA AAKER to teach Math at Washoe High for two consecutive days starting 11/16/99.



2 - 3

**Click 2** - KAROL clicks on the Detail box for KIM MADISON.

**Click 3** - KAROL clicks on SUBMIT JOB REQUEST. If no other substitute has taken this job first, she will receive a confirmation number. If already taken, she would immediately click on Open Jobs to update her list and select another position.

