



**tyler**

technologies

Absence & Substitute

# GETTING STARTED Substitutes

1

## Log In

Once your account has been activated, Absence & Substitute will send you a welcome email with your username, password, and a link to log in. If you have not received an email, check with your school administrator regarding the status of your account.

2

## Change your password

Upon first log in you will be prompted to change your password. Enter the password from your welcome email followed by your password of choice which must be 6 or more characters and have at least one lower case letter, one upper case letter, and one number.

3

## Update your profile

Update your profile by navigating to your name, followed by Account. Click the avatar to upload a profile picture and/or select Edit Account to update your name and phone number.

4

## Notifications and Availability

Edit your email, SMS, and/or Call notifications by navigating to Account followed by the Notification Preferences tab. Update your Scheduled Leave and Weekly Availability from your Calendar.

5

## Accept your first job

You are now ready to accept your first job! From your Dashboard, simply look under the Available Jobs tab to see if there are any jobs to accept.