New Substitute Experience User Guide

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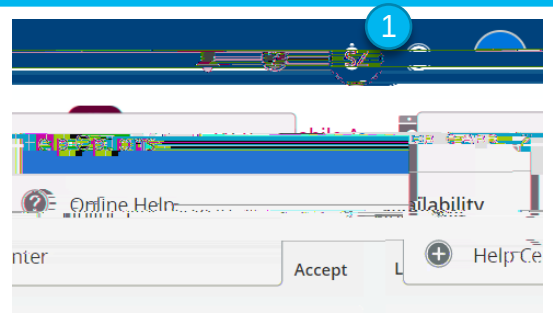
How do I find Help Documentation if I get lost?



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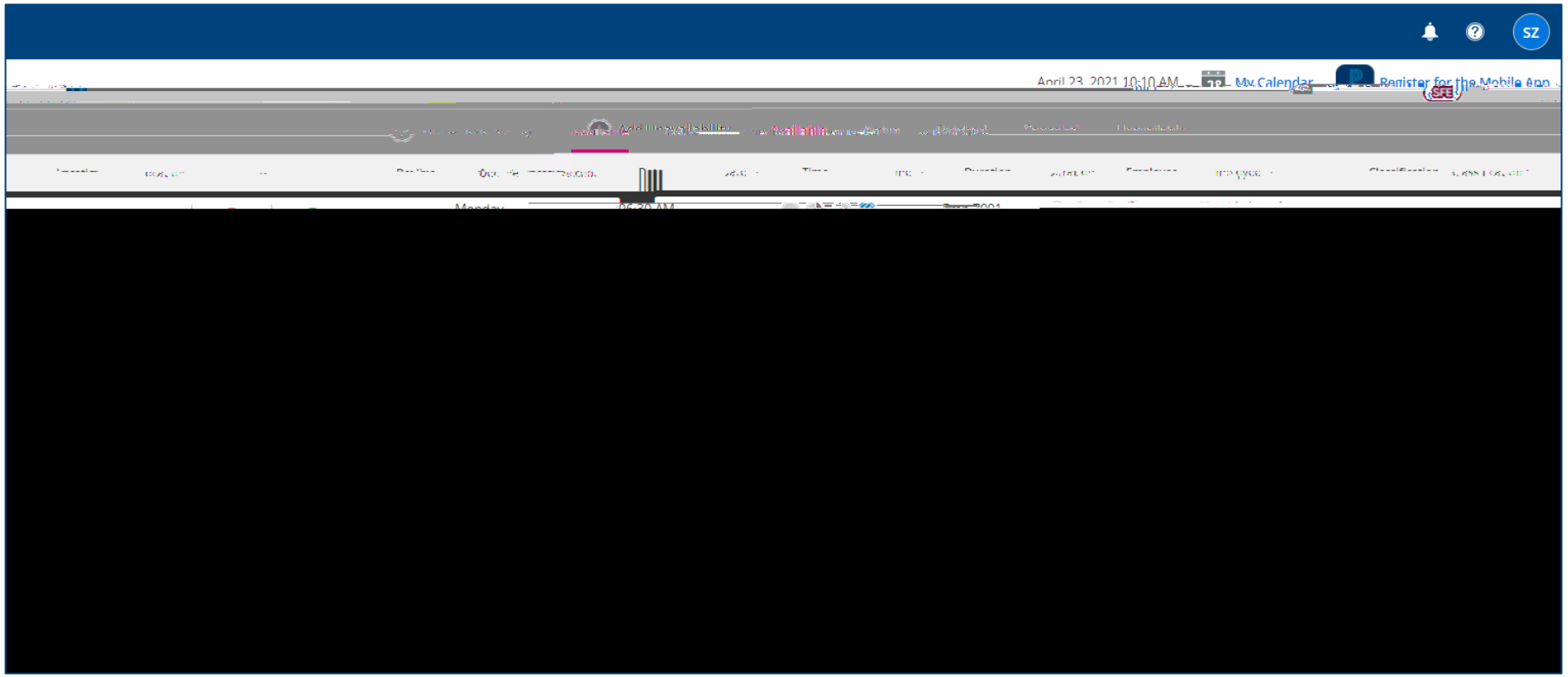
How do I add unavailability and why should I?

1. Select the “Add Unavailability” button on the top right of your screen, and a modal will pop up.



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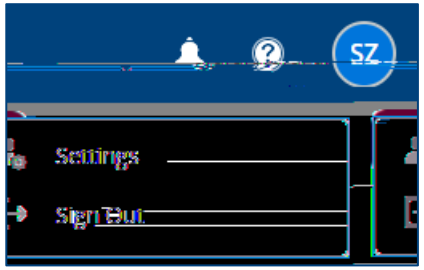
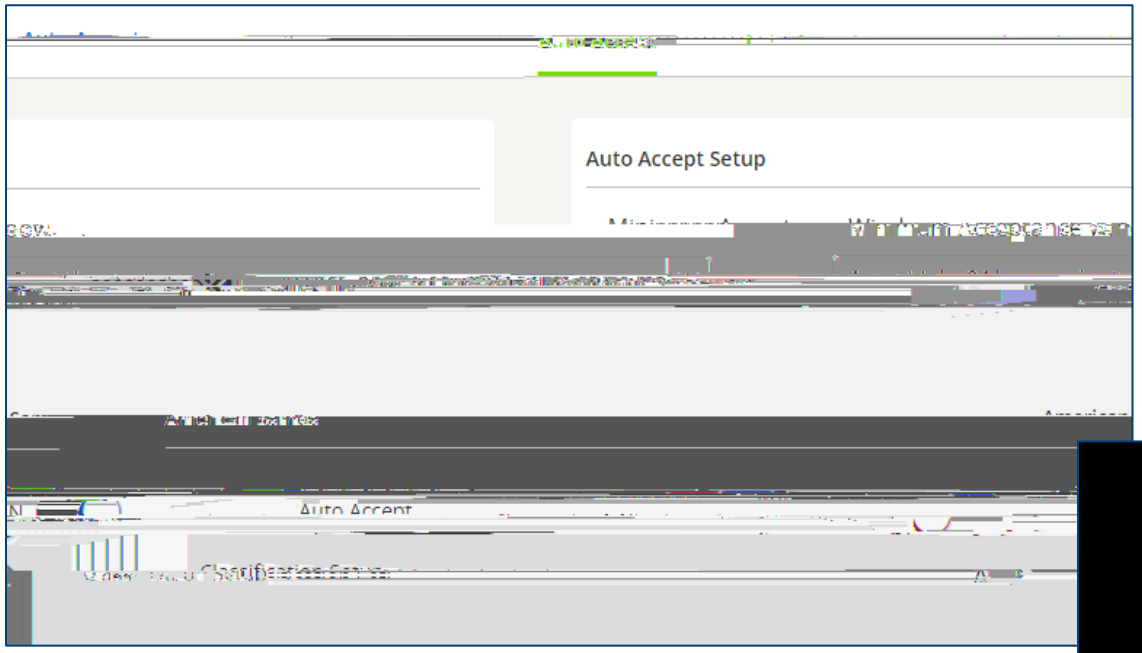
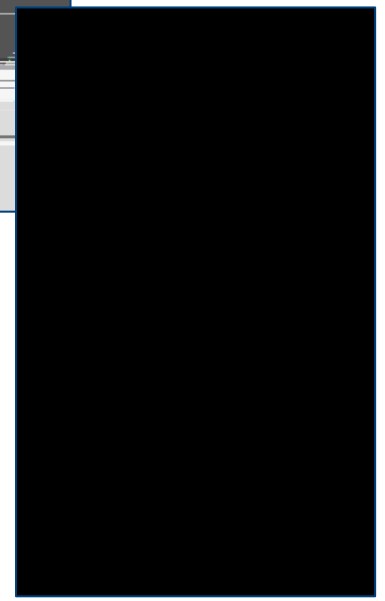
How do I set up Auto Accept?

1. Select your initials on the top right of the screen.
2. Select “Settings”







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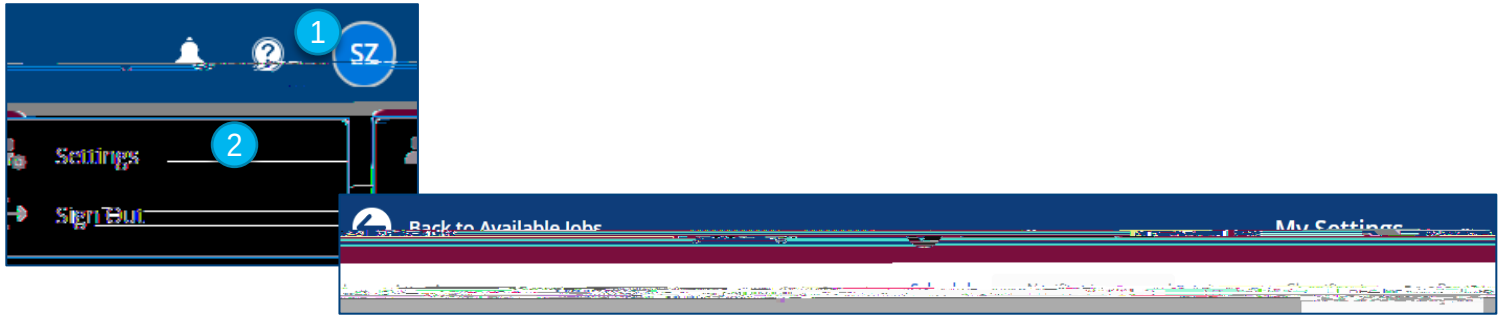
How do I manage Profile Setting?

Navigation Steps:

1. Select your initials on the top right of the screen.
2. Select “Settings”



Schedule Configuration Steps:

Select “Schedule”

For each day of the week, click Edit (pencil) to define Available Times and Do Not Call Times.
Click All Day, Unavailable, or Custom.
If custom, enter

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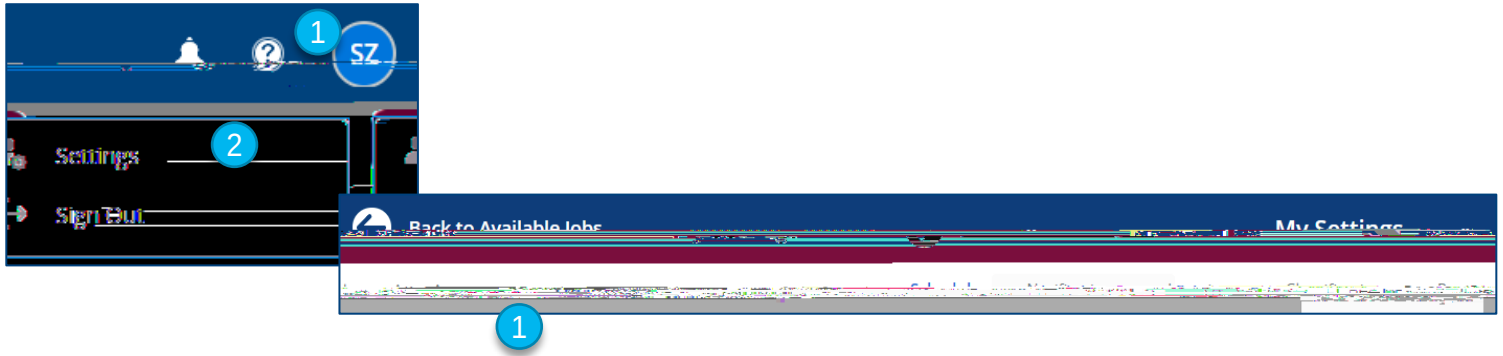
Navigation Steps:

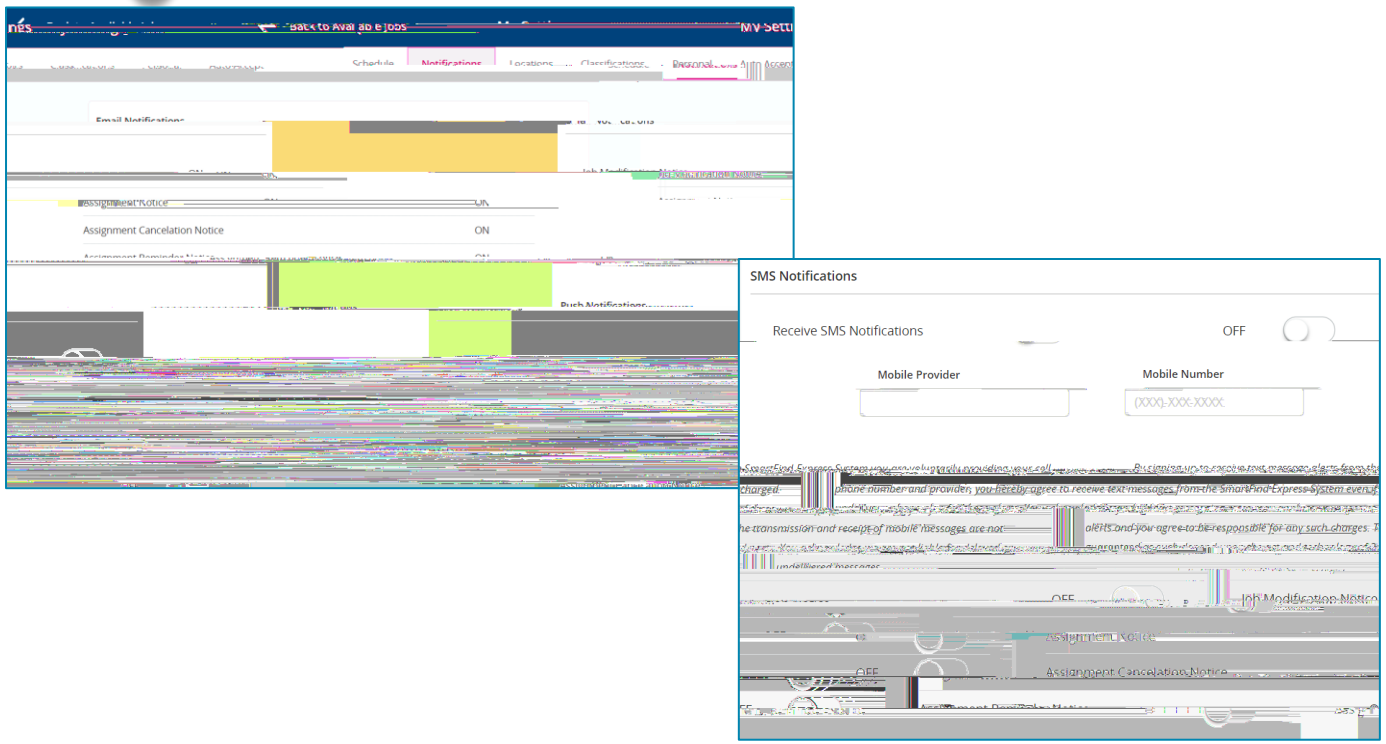
1. Select your initials on the top right of the screen.
2. Select “Settings”



Notifications Configuration Steps:

1. Select “Notifications”

Turn notifications on or off for email, push (in-app), and SMS (text) delivery.
If you elect to receive SMS notifications, enter Mobile Number and select Mobile Provider.



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How do I manage Profile Settings? /ƵyǘǑŘ

Navigation Steps:

1. Select your initials on the top right of the screen.
2. Select “Settings”

Classifications Configuration Steps:

1. Select “Classifications”

Click Add for My Classifications or My Groups.
Select appropriate classifications and classification groups.
Click Apply.

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How do I manage Profile Settings? /ƶyűŰŘ

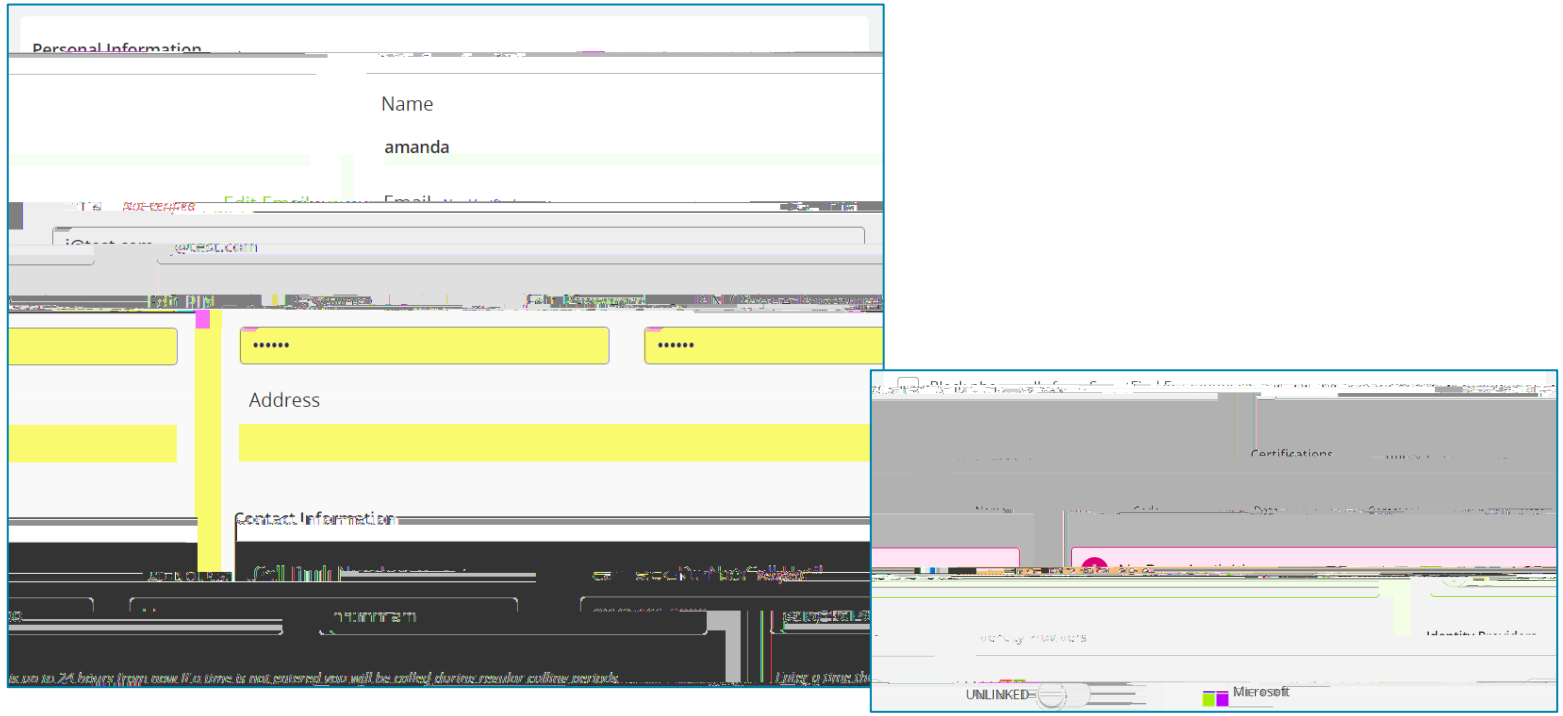
Navigation Steps:

1. Select your initials on the top right of the screen.
2. Select “Settings”

Personal Configuration Steps:

1. Select “Personal”

Update your email address, password, PIN, contact information (for calls), or physical address.



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FAQs

How do you cancel a job and where do those cancellations show up?

If your district allows, you can cancel a job from your Active job tab. Those cancelled jobs would show up in your Canceled job tab.

Are your accepted jobs posted on the calendar?

Yes! All accepted, or Active, jobs are posted on the calendar.

Is this new experience mobile friendly?

Yes! If your district allows, you can use SFE from your mobile device browser.

How does the new system work if jobs are specifically called in for a particular substitute?

If you were requested for a job, a bold green “*Requested” would show up on the job, like to the right:

How do I change my locations and classifications?

If your district allows, you can select your initials on the top right of the screen, navigate to Settings, and select Locations or Classifications. You can then change your locations or classifications!