



Dear Educator:

Willsub services are designed to minimize the tasks associated with finding substitutes for staff. As a employee, you can contact Will-sub 24 hours a day, 7 days a week, either by telephone or via the Internet. Either way, you simply enter your user ID and a four digit PIN. Once that is done, you enter the date of your absence, the number of days you will be gone, and the type of absence. Via the Internet, you may leave class notes for the substitute who fills in for you. It's that fast and easy! Willsub makes it simple for you to track your absences, and you may use the Internet to view Will-sub's progress in securing a substitute for your class. You may also select preferred substitutes, and Willsub will attempt to contact these substitutes first whenever you enter a request.

Following is our training manual, and important information to get you started.

IMPORTANT! To activate your Willsub account, just log-on to www.willsub.com and enter your user ID and PIN. You will be directed to a form that you will need to complete. Once that is done, click the next button at the bottom of the form and you will be taken to another web page where you may change your PIN. It is highly recommended that you change your PIN for security purposes. If you have any questions, contact your building's Willsub administrator.

Welcome to Willsub!



How To: Making Calls

A. Place Call to Willsub

To place a request, call (877)WILLSUB or (877-945-5782)

B. Enter User ID followed by the

C. Enter PIN followed by the

D. Select Request Type

1-Medical 2-Personal 3-School Business 4-Comp. 5-Funeral 6-District Leave Code 9-Voice Signature

E. If you chose #6, enter district leave code specific to your school (district leave codes can be obtained in the school office)

F. Select Request Options

1) Full Next Day

A. Review Request Data

Press 1 to accept, 2 to accept without a substitute needed, or 3 to re-schedule

2) Partial Next Day

A. Select Arriving Late or Departing Early

1-Arriving Late 2-Departing Early

B. Enter Arrival/Departing Time

Enter in 4 digit military format (i.e. 1430 = 2:30pm)

C. Review Request Data

Press 1 to accept, 2 to accept without a substitute needed, or 3 to re-schedule

3) All Other Days

A. Enter Request Start Date

Enter in 6 digit MMDDYY format

B. Enter Number of Days for the Request

C. Enter Full day or Partial Day

If Partial Day, Select Arriving Late or Departing Early

1-Arriving Late 2-Departing Early

D. Review Request Data

E. Press 1 to accept, 2 to accept without a substitute needed, or 3 to re-schedule

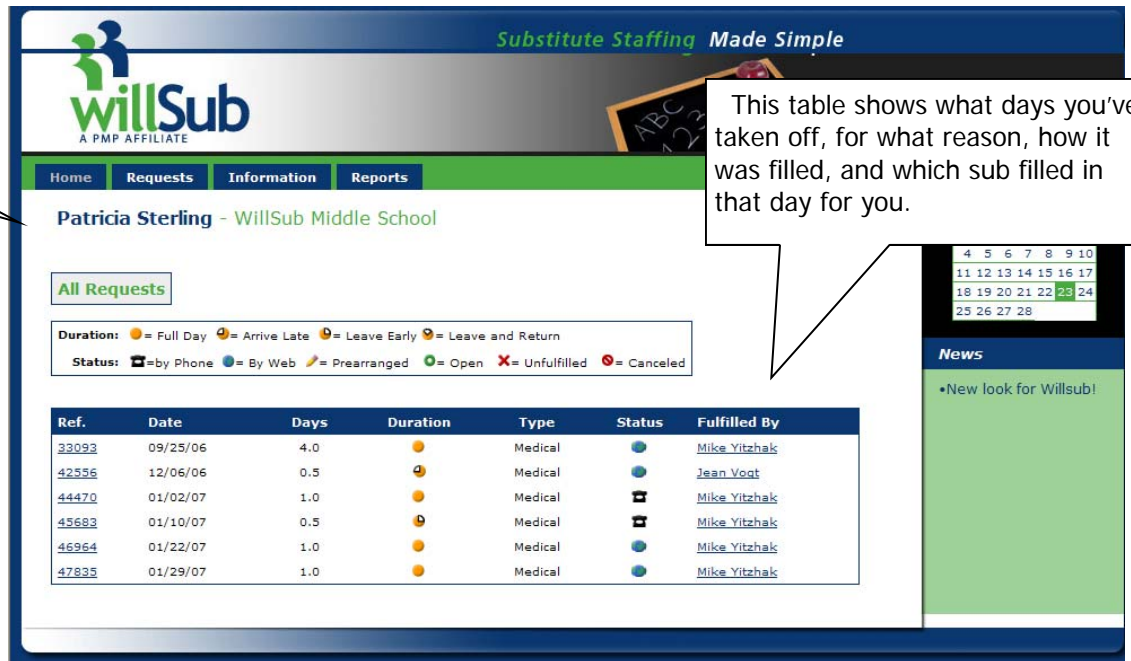
IMPORTANT : Only current day or next day medical requests are pre-approved, all other requests need to be reviewed by a school administrator. Until a request is reviewed, no attempt will be made to fulfill it.

To begin:

1. Go to www.willsub.com

Enter your User ID and your PIN on the right of the screen. Click the 'Go' button or hit the 'Enter' key. You will be taken to your employee home page, which is pictured below.

Your name, and the school you work in



Substitute Staffing Made Simple

willSub
A PMP AFFILIATE

Home Requests Information Reports

Patricia Sterling - WillSub Middle School

All Requests

Duration: ● = Full Day ● = Arrive Late ● = Leave Early ● = Leave and Return

Status: ☎ = by Phone ● = By Web ✂ = Prearranged ○ = Open ✕ = Unfulfilled ● = Canceled

Ref.	Date	Days	Duration	Type	Status	Fulfilled By
33093	09/25/06	4.0	●	Medical	●	Mike Yitzhak
42556	12/06/06	0.5	●	Medical	●	Jean Voqt
44470	01/02/07	1.0	●	Medical	☎	Mike Yitzhak
45683	01/10/07	0.5	●	Medical	☎	Mike Yitzhak
46964	01/22/07	1.0	●	Medical	●	Mike Yitzhak
47835	01/29/07	1.0	●	Medical	●	Mike Yitzhak

News
•New look for Willsub!

This table shows what days you've taken off, for what reason, how it was filled, and which sub filled in that day for you.

Now let's explore the menus...

To add preferred subs/excluded subs to your list:

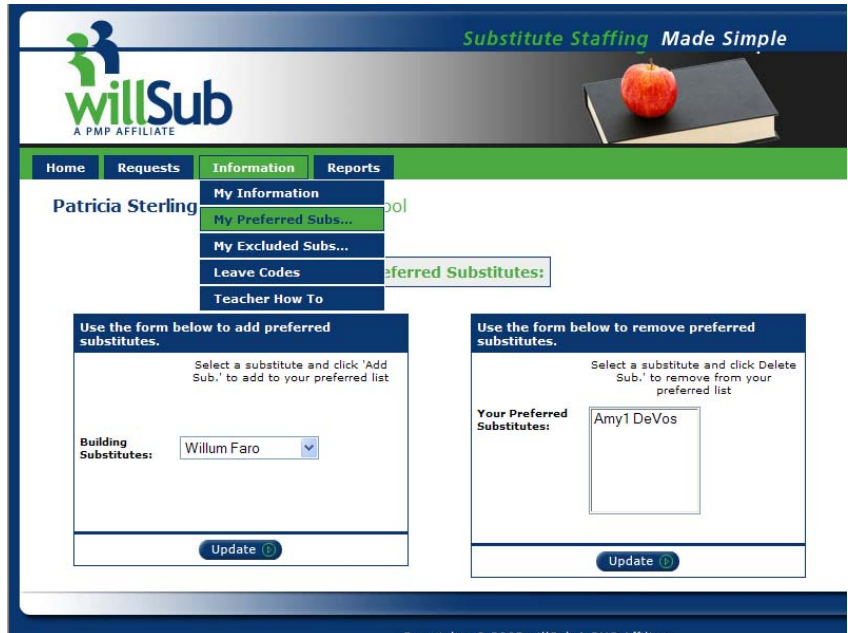
Click Information

My preferred subs

Choose your subs and click to add or delete from list

* You may add and delete subs from this list whenever you would like. These subs will be called on first for your requests, then, if these subs are already working, Willsub will start contacting subs from the general list.

By choosing My Excluded Subs, you will create a list of subs you do not care to have in your classroom.

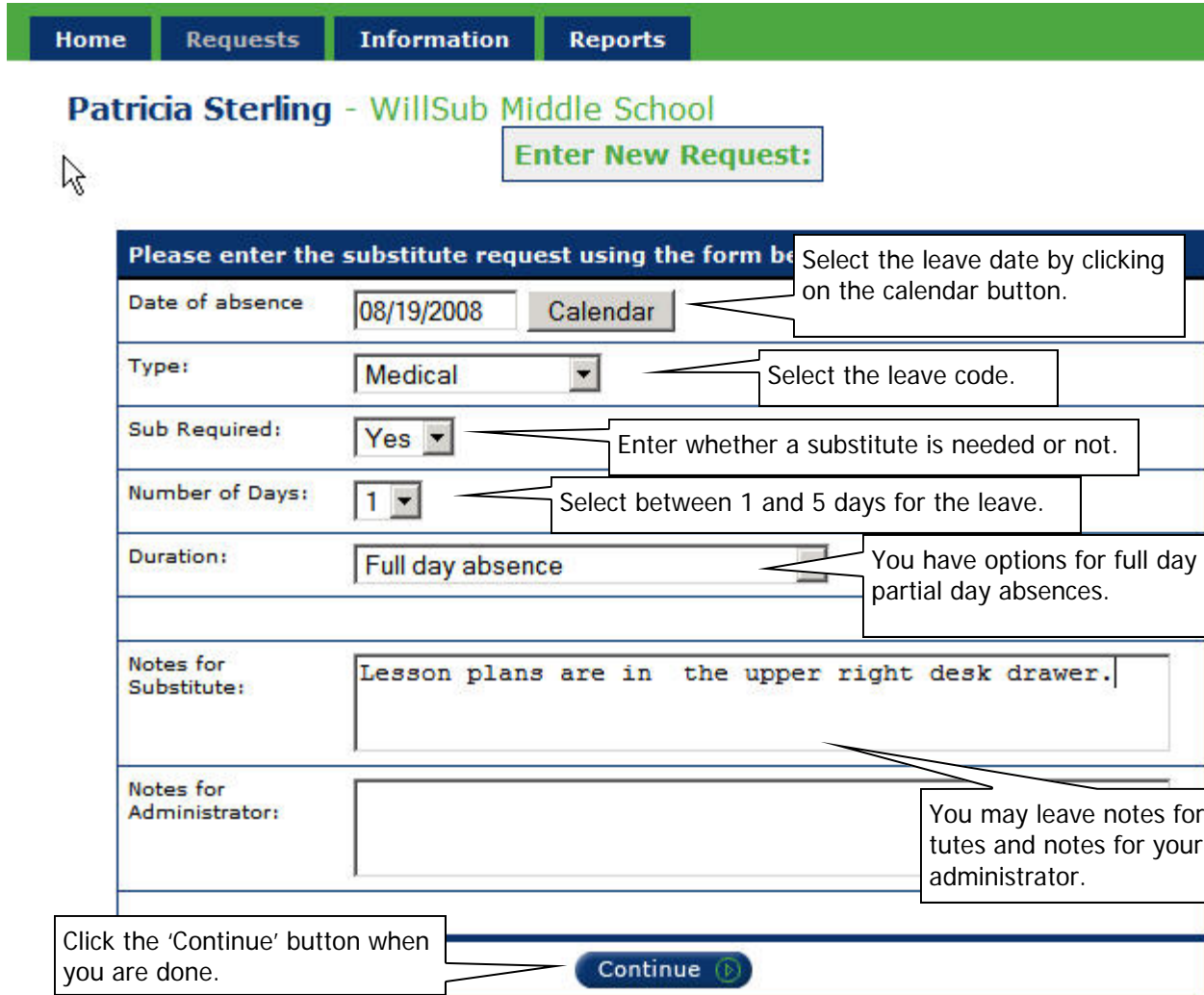


The screenshot shows the willSub web interface for user Patricia Sterling. The navigation menu includes Home, Requests, Information, and Reports. Under the Information menu, the following options are listed: My Information, My Preferred Subs..., My Excluded Subs..., Leave Codes, and Teacher How To. The 'My Preferred Subs...' option is highlighted, and a callout box labeled 'Preferred Substitutes:' points to it. Below the menu, there are two forms:

- Use the form below to add preferred substitutes.** This form includes a dropdown menu for 'Building Substitutes' with 'Willum Faro' selected, and an 'Update' button.
- Use the form below to remove preferred substitutes.** This form includes a text box for 'Your Preferred Substitutes' containing 'Amy1 DeVos', and an 'Update' button.

To add a leave request:

- Click Requests
- New
- Click on continue to confirm



Home **Requests** **Information** **Reports**

Patricia Sterling - WillSub Middle School

Enter New Request:

Please enter the substitute request using the form below

Date of absence: 08/19/2008

Type: Medical

Sub Required: Yes

Number of Days: 1

Duration: Full day absence

Notes for Substitute: Lesson plans are in the upper right desk drawer.

Notes for Administrator:

Select the leave date by clicking on the calendar button.

Select the leave code.

Enter whether a substitute is needed or not.

Select between 1 and 5 days for the leave.

You have options for full day or partial day absences.

You may leave notes for the substitutes and notes for your building administrator.

Click the 'Continue' button when you are done.

Once you click the 'Continue' button, Willsub will process your request. Depending on the leave policies setup by your district, the leave request will be marked as 'Pending' or 'Approved', and will be displayed on the subsequent confirmation screen. If the request is pending, it requires the approval of your building administrator before Willsub will attempt to find a substitute.



How To: General Web

To view your requests pending approval:

Requests

View pending requests

Viewing pending requests will show you the status of your requests. If they are pending, this means they are waiting for the building administrator to address them — they will not go out to the system for processing without approval. One exception: medical days only, 24 hours in advance or less. These requests will be immediately released into the system for processing. This will assure that if you have a sick day the morning of or the night before class, the system will get right on it and find you a sub!

Voice Signature

Welcome to the voice signature component of the system. This will allow the substitute teachers to hear your voice and know exactly which class they will be teaching that day. Many subs have indicated that they like to know who they are subbing for so that they may prepare accordingly. An example of a voice signature would be: "Greta Montvoy, 3rd grade Art" -- it's basically like a voice mail header.

This will take approx. 45 seconds to do and you will need your pin and user id :

1. Dial the Willsub number 1-877-945-5782 (WILLSUB)
2. Enter your user id and pin
3. Press #9 to record voice signature
4. Record at the beep
5. To accept: Press #
6. Hang up

Technical support: 800-319-4278