Welcome to the Willsub program!

Most educators discover that Willsub is intuitive and user friendly. Additionally, after a few minutes of setup, Willsub makes the process of covering your class easy, accurate and fast.

The frequently asked questions are addressed here; however, if you find that your particular questions have not been covered, please call our support number listed below.

Login into the Willsub website to verify your information and set your sub preferences. To further personalize your Willsub you must record your voice signature — you'll see that page at the end of the tutorial. Please complete these three items before the start of the school year so that we may accurately match your substitute teacher needs.

Willsub will place and pay the substitute teacher, your district will continue to set the substitute pay rates, and your ISD will vet the substitute teachers as always.

There are three main things that Willsub will do for you:
1. Allow you to enter requests for days off
2. Track your days off at a glance
3. Choose your preferred subs and excluded subs

A few things to remember:

When you enter requests for days off in the system, that request goes to the building administrator for approval. Your request will then by approved by the proper authority, then released into system to be filled.

With the Willsub system, you will still be able to request certain subs, and also choose subs that you would like to exclude from your classroom.
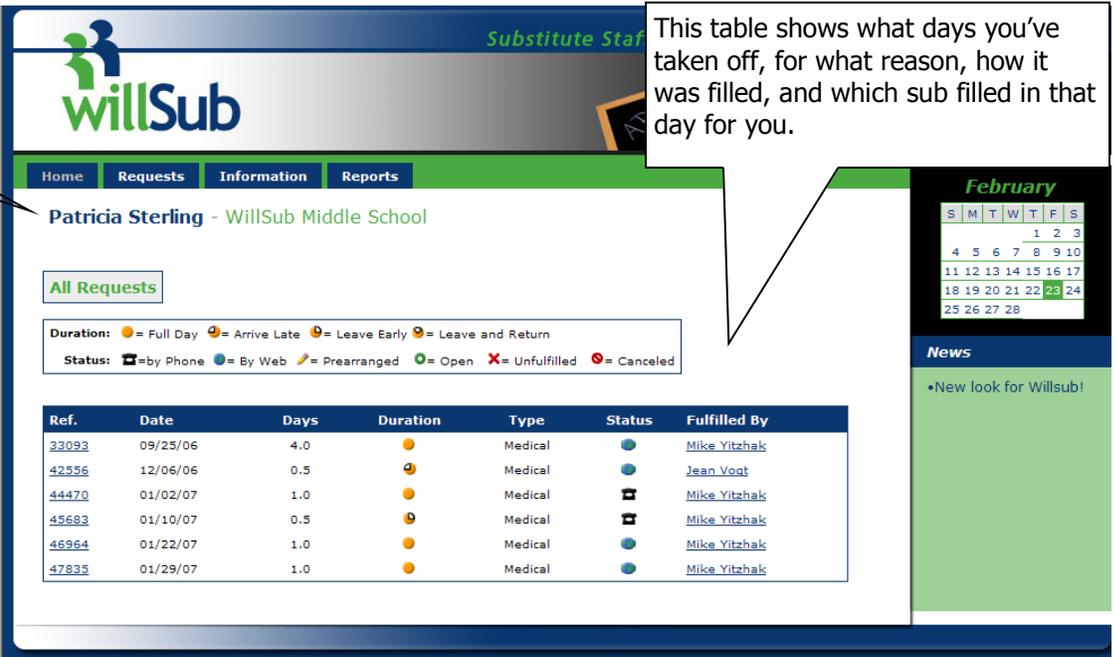
To begin:
1. Go to www.willsub.com
the screen will prompt you for your information

You will only have to do this once to activate your account, and then you will be able to login by user ID and pin and jump right to the home page.

Technical support: 800-319-4278

Now let's explore the menus...

Your name, and the school you work in

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.

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 Vogt
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

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

News
• New look for Willsub!

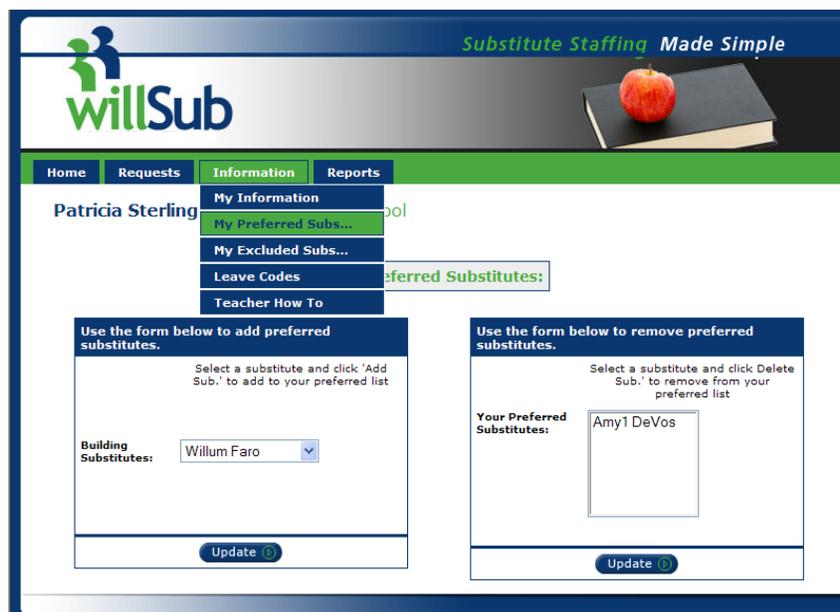## To add preferred subs/excluded subs to your list:
Click Information
My preferred subs
Choose your subs and click to add or delete from list

* 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 class-room.

Substitute Staffing *Made Simple*

Home | Requests | **Information** | Reports

My Information
My Preferred Subs...
My Excluded Subs...
Leave Codes
Teacher How To

Patricia Sterling

Preferred Substitutes:

Use the form below to add preferred substitutes.

Select a substitute and click 'Add Sub.' to add to your preferred list

Building Substitutes: Willum Faro

Update ▶

Use the form below to remove preferred substitutes.

Select a substitute and click Delete Sub.' to remove from your preferred list

Your Preferred Substitutes: Amy1 DeVos

Update ▶

Technical support: 800-319-4278

Requests for days off can be entered in two ways:

1. **Pre-arranged**—this is where you and the sub have already agreed upon a date they will sub for you. This is a function your district may or may not allow. Please confirm with your school.
2. **Regular**—this is when you would like to have Willsub look for a sub for you.
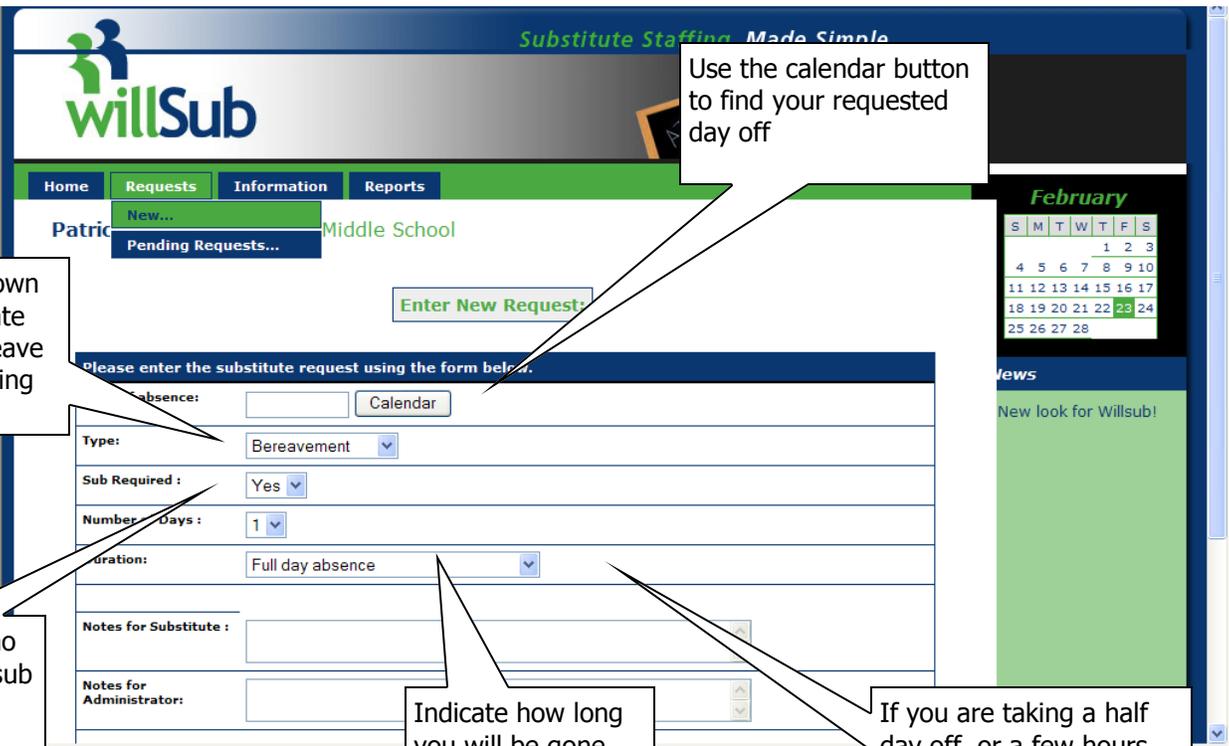
To pre-arrange a substitute for your absence:

Click Requests

New

Add a "note to the administrator" with the subs name and confirming you spoke to the sub for this assignment

Click on continue to confirm

Use the calendar button to find your requested day off

Use the pull down menu to indicate what kind of leave you will be taking

Indicate yes or no if you require a sub for that time off

Indicate how long you will be gone, full day off does not require a time

If you are taking a half day off, or a few hours, enter the time you will need the sub to come in

To add a new regular request:

Click Requests

New

Click on continue to confirm

Entering a regular request is exactly like entering a pre-arranged request except that you don't enter a note to the administrator asking them to pre-arrange a specific sub to take the job. Once approved by the administrator, the system will start to look for a sub for you, based upon your preference list immediately.

Technical support: 800-319-4278

3

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 your voice signature

5. To accept: Press #

6. Hang up

Technical support: 800-319-4278

willSub

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

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 <u>without</u> 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 <u>without</u> 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 <u>without</u> a substitute needed, or 3 to re-schedule

<u>**IMPORTANT :**</u> 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.

Technical support: 800-319-4278