Sub Finder for Substitute Registration


2. Sub Finder will identify itself and ask you to enter your PIN (Personal Identification Number) followed by the # key. Enter your PIN using the touch pad of your telephone.

3. Once you have entered your PIN and pressed the # key, Sub Finder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your first and last name clearly, as you want it to be heard by other people using the system. When you are done speaking, press the # key. After pressing the # key, Sub Finder will play your recorded name back to you for verification. If it is correct, press 1. If you want to re-record your name, press 2 and repeat this step again.

4. Once you have recorded your name and accepted it, Sub Finder will play your Main Menu. Please choose option 4, to Review Personal Information. If any of the information is incorrect, contact your Office Manager at your site. For further information, please refer to the Employee Reference Card.

5. Congratulations, you are now registered!


FYI: When logged into Sub Finder Web Connect you are encouraged to watch the Tutorial on the Web Connect system on How to Use Sub Finder system.

If you have questions about your log in, please contact the Substitute Office at 916-643-9493.

Thank you.

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