Substitute Teacher Certification (Credential Authorizations) Report with Step by Step Instructions to Access



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Sacramento City USD	
The Payroll Department, Human Resource Services, Budget Department and Technology Services are pleased to share that <b>ON LINE SUBSTITUTE PAY</b> will be implemented for the period of <b>9-26-10 to 10-25-10</b> with Substitute Pay Date of <b>11-15-2010</b> .	
Please NOTE: Substitute Time Sheets are still required and due to Payroll on 10/25/10.	
Effective 10-26-2010 Substitute Time Sheets will no longer be required . Substitutes may continue to review their substitute job numbers on the Automated SubFinder (ASF) and WebConnect systems, as desired.	
Automated SubFinder System (ASF) phone number: 877-388-0913	~
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Step 1: Go to <u>www.scusd.edu</u> home page

**Step 2: Select Subfinder or Web Connect tab (click on it)** 

Step 3: Type in your School Sites USERNAME & PASSWORD

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## Step 4: Click on REPORTS Tab

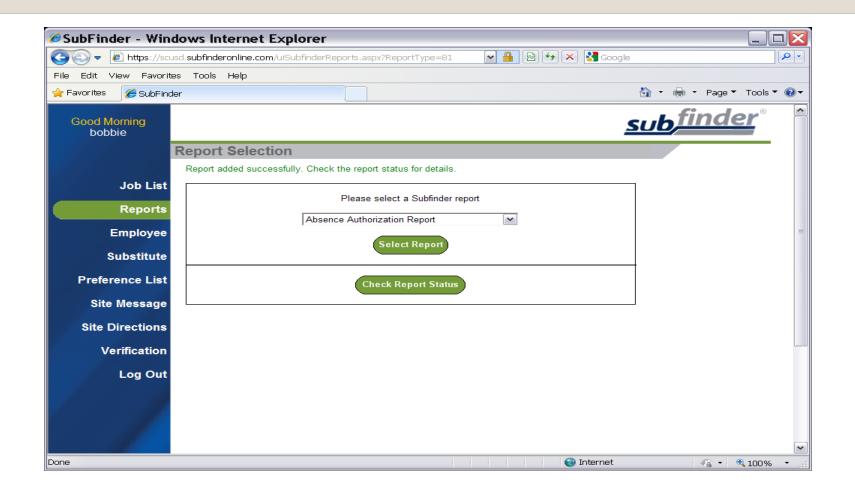
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Step 5: Choose the following report: SUBSTITUTE CERTIFICATIONS ( as seen above). Step 6: Click on SELECT REPORT button ( green tab).

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Preference List       Report Options       Certified/Classified Options       File Options         Site Message       Include Inactive Employees       Certified       Use Current         Site Directions       Include Restricted Employees       Certified and Classified       Use Current         Verification       Verification       File Options       Certified and Classified	Employee					
Preference List         Site Message         Site Directions         Verification	Substitute	Include Substitutes without Cert	ification			
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Log Out Generate Report Cancel	Verification					
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Step 7: Select the following boxes (as seen above) before generating your report. ALL SUBSTITUTES, Certificated/Classified Options: CERTIFICATED, CERTIFICATED/CLASSIFIFED AND NON CERTIFICATED AND NON CLASSIFIFED.

**Step 8: Click GENERATE REPORT** 



**Step 9: As stated above (REPORT ADDED SUCCESSFULLY. CHECK THE REPORT STATUS FOR DETAILS).** 

Step 10: click on CHECK REPORT STATUS Button (green tab).

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Report Time Submitted Status
Substitute Certifications 02/01/2011 08:27 AM Available Download Delete
Done Sage from webpage
The Substitute Certifications report is now available for download.
OK
Step 11: Click the OK button on the Message From webpage icon.

Step 12: Click on the (green ) DOWNLOAD tab.

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	NAME	ID: 1924	(916)	
	30 DAY PERMIT	1	10/1/11	
	NAME	ID: 2789	(916)	
	Clr M.S-Cross, Lang & Academic Clr M.S-General Subjects		5/1/15 5/1/15	
	NAME	ID: 12055	(916)	
	Prelim M.S-English Prelim M.S-General Subjects Sub Teacher Training 8/4/09	7	7/1/14 7/1/14 7/1/30	
	NAME	ID: 1189	(530)	
	30 DAY PERMIT	٤	5/1/11	
	NAME	ID: 11253	(916)	
	Clear M.S - General Subjects	1	12/1/13	

Step 13: The report will now show up ( as seen above ) and is ready to PRINT or SCROLL through ( your choice).

Step 14: Report includes the following: Substitutes First/Last Name, Sub ID, Phone Number, Type of Credential/30 pay permit and expiration date of credential.

Step 15: If credential/30 day permit is expired (substitutes must send substitute office updated copy from CCTC website at www.cctc.ca.gov ) in order for subfinder to be updated. Sites CANNOT use substitute if credential/30 day permit is EXPIRED.



On behalf of Human Resource Services, the Substitute Office would like to THANK YOU for taking the time to review this Power Point Presentation on SUBSTITUTE TEACHER CERTIFICATION (credential authorizations) REPORT in the Automated Subfinder System (ASF).

> Bobbie Jo Argo Personnel Technician II Human Resource Services Substitute Office, 2-2011