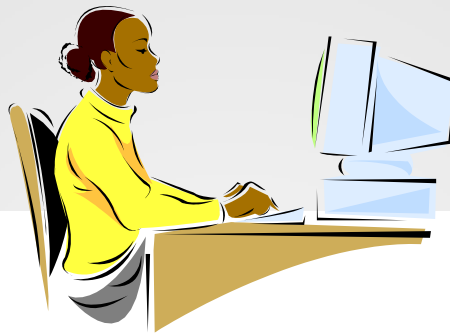
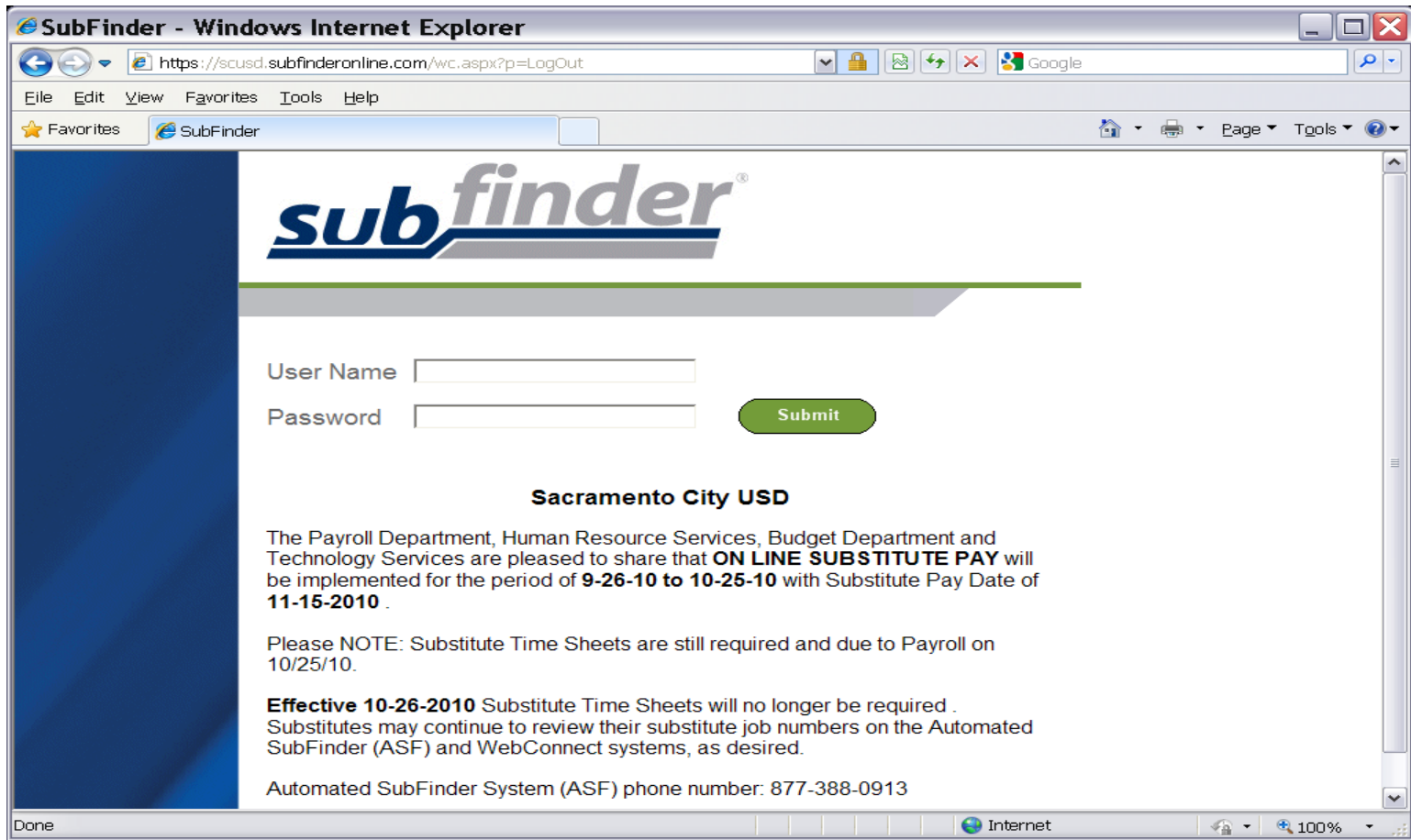


Substitute Teacher Certification (Credential Authorizations) Report with Step by Step Instructions to Access



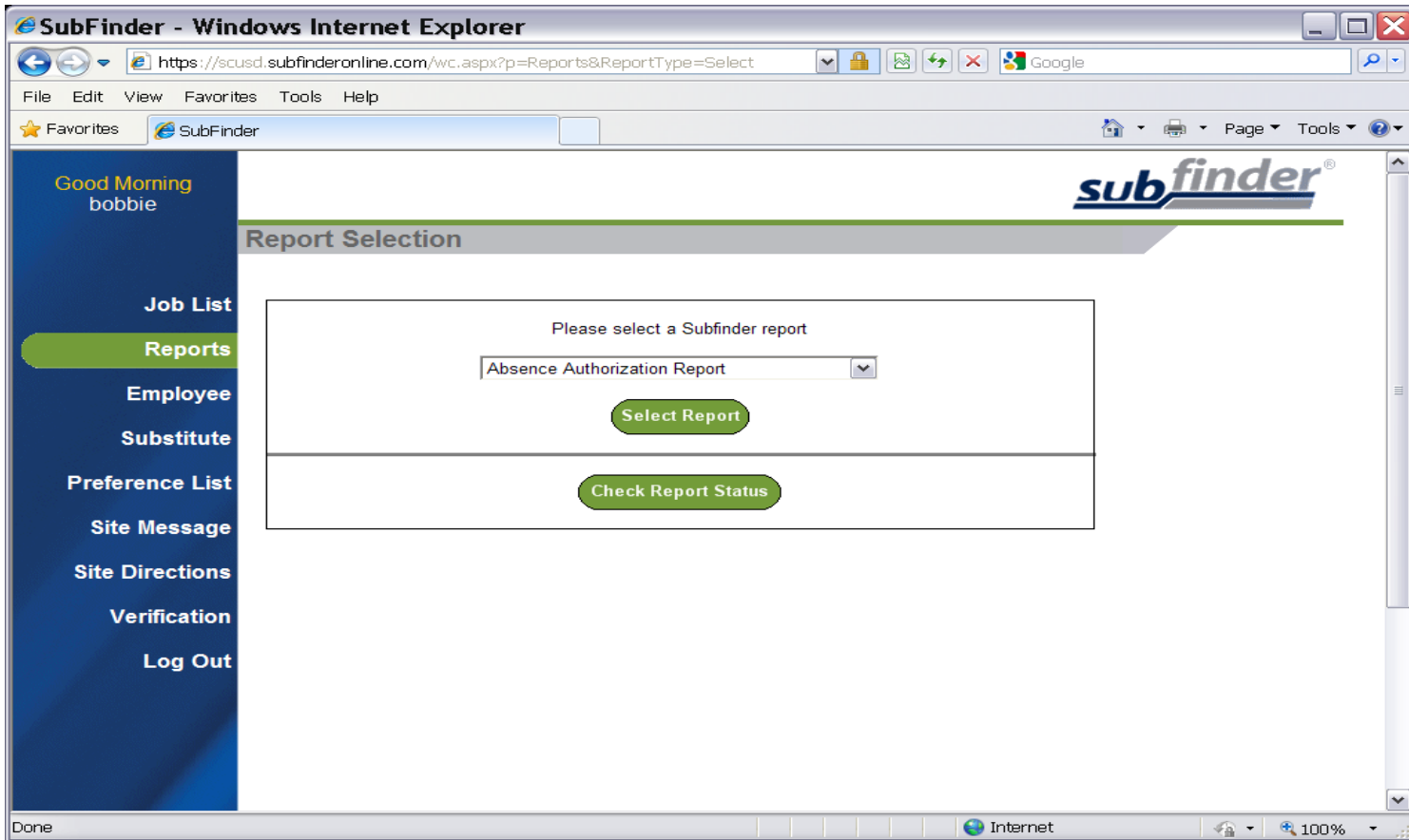
Presented by Human Resource Services
Substitute Office, 2-2011
Bobbie Argo, Personnel Technician II
Phone: 916-643-9493
Email: Bobbie-Jo-Argo@sac-city.k12.ca.us



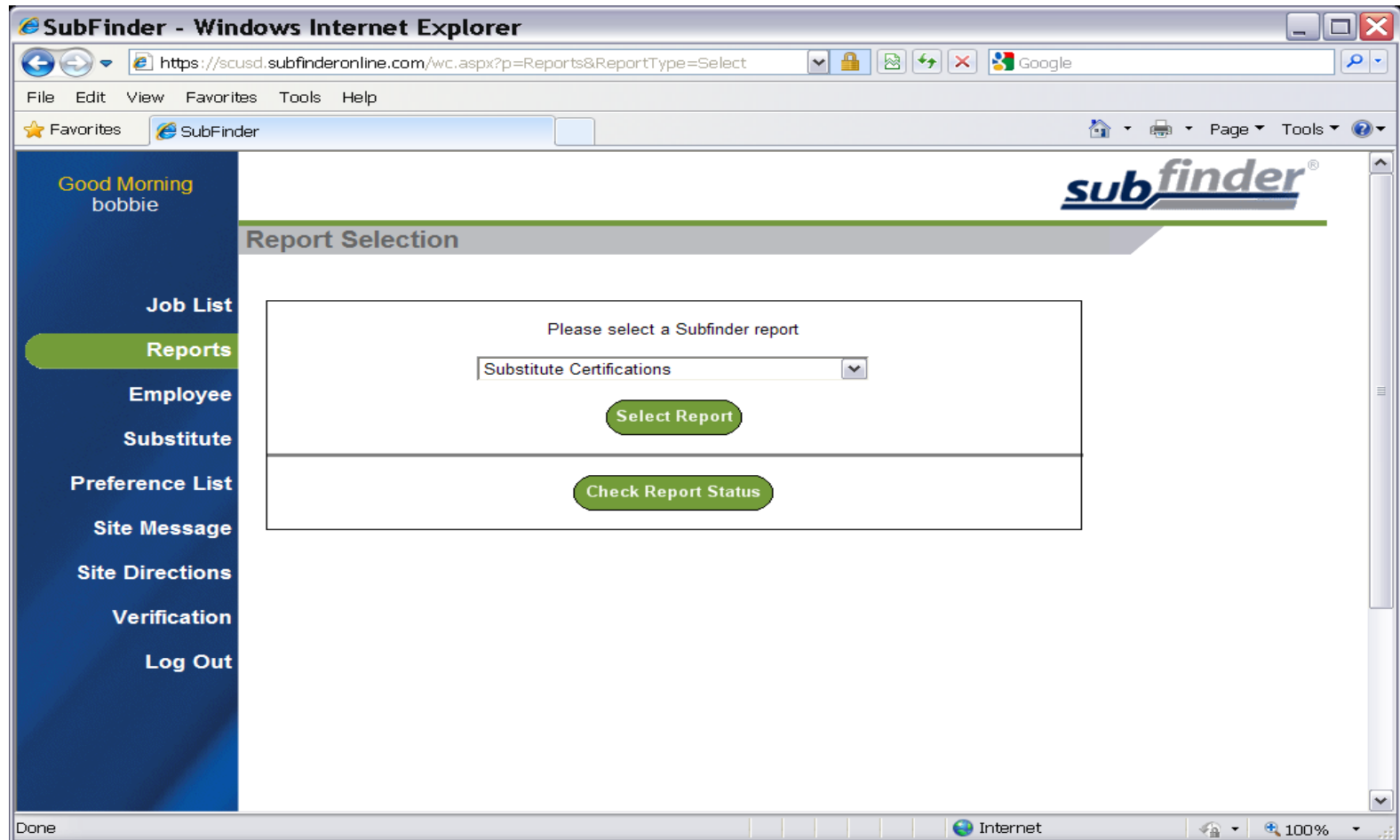
Step 1: Go to www.scusd.edu home page

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

Step 3: Type in your School Sites USERNAME & PASSWORD



Step 4: Click on REPORTS Tab



Step 5: Choose the following report: SUBSTITUTE CERTIFICATIONS (as seen above).

Step 6: Click on SELECT REPORT button (green tab).

SubFinder - Windows Internet Explorer

https://scusd.subfinderonline.com/wc.aspx?p=Reports&ReportType=Select

File Edit View Favorites Tools Help

SubFinder

Good Morning bobbie

subfinder®

Substitute Certifications

All Substitutes
 Single Substitute
 Expired Substitutes Certification that expires by

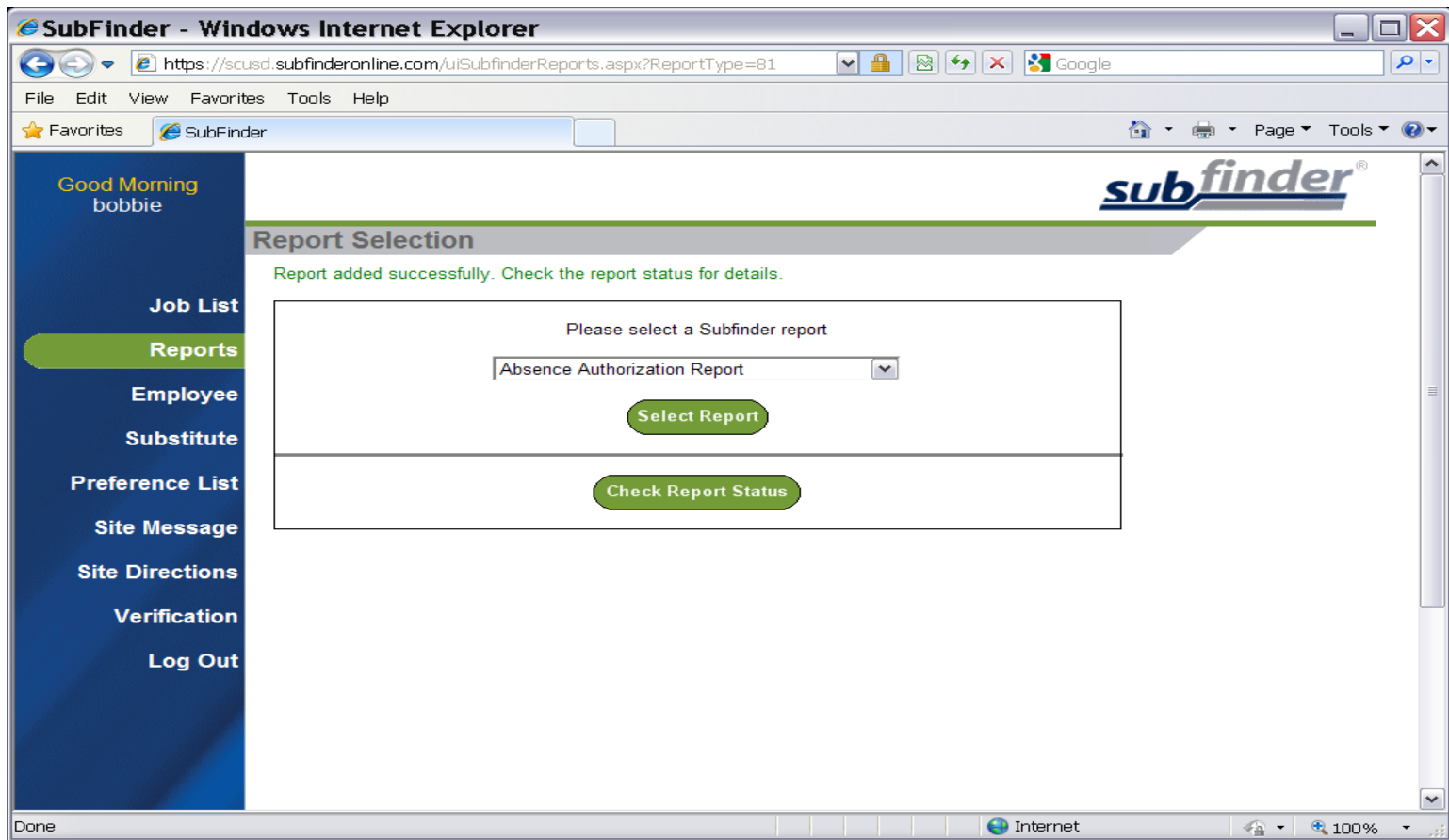
Include Substitutes without Certification

Report Options	Certified/Classified Options	File Options
<input type="checkbox"/> Include Employee Numbers	<input checked="" type="checkbox"/> Certified	Use Current
<input type="checkbox"/> Include Inactive Employees	<input type="checkbox"/> Classified	
<input type="checkbox"/> Include Restricted Employees	<input checked="" type="checkbox"/> Certified and Classified	
	<input checked="" type="checkbox"/> Non Certified and Non Classified	

Generate Report Cancel

Step 7: Select the following boxes (as seen above) before generating your report. ALL SUBSTITUTES, Certificated/Classified Options: CERTIFICATED, CERTIFICATED/CLASSIFIED AND NON CERTIFICATED AND NON CLASSIFIED.

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).

ReportStatus - Windows Internet Explorer

https://scusd.subfinderonline.com/ReportStatus.aspx

subfinder®

Report Status Monitor

Refresh

Report	Time Submitted	Status	
Substitute Certifications	02/01/2011 08:27 AM	Available	Download Delete

Message 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.

2/1/11 8:27 AM **Substitute Certification All Substitutes** Page: 1

NAME	ID: 1924	(916) [REDACTED]
30 DAY PERMIT		10/1/11
NAME	ID: 2789	(916) [REDACTED]
Clr M.S.-Cross, Lang & Academic		5/1/15
Clr M.S.-General Subjects		5/1/15
NAME	ID: 12055	(916) [REDACTED]
Prelim M.S.-English		7/1/14
Prelim M.S.-General Subjects		7/1/14
Sub Teacher Training 8/4/09		7/1/30
NAME	ID: 1189	(530) [REDACTED]
30 DAY PERMIT		5/1/11
NAME	ID: 11253	(916) [REDACTED]
Clear M.S. - General Subjects		12/1/13
	ID: 12517	(709) [REDACTED]

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.ctc.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**