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

Presented by Human Resource Services Substitute Office, 2-2011
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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).
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).
Step 11: Click the OK button on the Message From webpage icon.

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

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