If job you accepted is canceled you must acknowledge via (1) click thru online or (2) the system call to you!

PREARRANGED as the SUB? IF YOU ARE, then...
You will receive an email confirming the job (very important to keep email current!). If you don't get email in a timely manner - job likely not entered correctly. Reconfirm with employee that the absence is entered, with you as the prearranged sub (not simply the "specified" sub but the "YES - prearranged - specified" sub).

YOU MUST "Review Absences" for special instructions or attached documents
"Instructions" - Conveyed during system callout please listen carefully "Attachments" - Files available only to the sub who accepts the job

FORGOT PASSWORD?
Click the "Forgot Password?" link on the login page. On the next screen enter your Access ID. An email will be sent to the email in your profile (very important to keep email current!).

NEED HELP? See "Help" link for How-To videos. Email: subservice@ocmboces.org. Explore docs & info on: ocmboces.org/teacherpage.cfm?teacher=1322

GOOD NOTES
✓ ACCESS ID - you only have one; even if you work for many for Districts
  • It is linked to YOU and YOUR EMAIL (keep email current!)
  • registering your Access ID is only done once (no matter how long ago!)
✓ PIN - is for phone access
  • forgot PIN? Reset it online (hover over "profile" & choose "personal info")
✓ PASSWORD - is for online access
  • forgot password? Reset it online (click "Forgot Password" on the login page)
  • check your email for link to reset (keep email current!)
✓ PERSONAL INFO - hover over "profile" & choose "personal info"
  ○ Edit phone, email, PIN or password!
✓ Review your calendar regularly to ensure accuracy

SUBSTITUTE QUICK REFERENCE
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ACCESS ID | PIN (phone) | PASSWORD (web)
-----------|------------|---------------

SYSTEM: subserviceocmboces.eschoolsolutions.com | PHONE |
INFO: ocmboces.org/teacherpage.cfm?teacher=1322 | 315 433 2640

STAFFED SERVICE (6:30am-2pm)
Helpdesk EMAIL: subservice@ocmboces.org
Helpdesk PHONE: 315 433 2606 (workdays)

MUST REGISTER before FIRST USE REGISTRATION is done BY PHONE
"INVALID" said system during my phone registration! MAY MEAN you have already registered! Forget the PIN you created? Reset it online!

RESPOND TO JOB CALL
TODAY JOBS: calls begin @ 5:30a
FUTURE JOBS: calls begin @ 6:00p
Listen to and FOLLOW PROMPTS
1. Enter your PIN and the star (*) key
2. PRESS 1: hear the job offer
  • or press 2 for 'Do Not Call' (& follow prompts!)
2a. PRESS 1: hear description
  • or press 2 to decline, enter reason followed by star (*) key
2b. PRESS 1 to accept [WRITE DOWN # & bring it with you!]
  • If accepted in error: PRESS 2 (replays description), so you can
  • Then PRESS 3 to decline job - follow the rest of the prompts

CALL THE SYSTEM: 315 433 2640
LISTEN TO and FOLLOW PROMPTS
Menu Options
Press the number to review or change info or settings!
PRESS 1......... Assignments
PRESS 3......... Phone number
PRESS 4......... Do Not Call
PRESS 5......... Unavailable
PRESS 6......... Available
PRESS 7......... PIN / Recorded Name

LISTEN & FOLLOW PROMPTS of your MENU CHOICE
Remember: STAR KEY (not the # key!)

Top 4 Decline Codes
10 = Sick
45 = Family Illness
75 = Already Working
85 = Unavailable
(7 more codes avail)