
HOW TO REGISTER AS A NEW USER AND RECEIVE YOUR PERSONAL IDENTIFICATION NUMBER (PIN)

1. **PRESS** the **STAR KEY** when the system asks for your PIN.
2. **PRESS 1** when System says, "Press 1 if you're calling as a Substitute..."
3. Enter your **SSN** by pressing the telephone keys.
4. Record your name. After the tone, You have five seconds.
PRESS 1 If you like the recording.
PRESS 9 If you want to re-record your name.
5. Write down your PIN.
PRESS 9 To review your PIN.
PRESS 1 Once you have written it down.
6. The System says the phone number it will call to contact you.
PRESS 1 If **CORRECT**.
PRESS 9 If **NOT CORRECT** or is **MISSING**.

AFTER REGISTERING, YOU MAY REVIEW PIN OR RE-RECORD NAME

1. Follow steps 1 through 3 in the previous instructions as if you were registering.
2. **PRESS 1** To *HEAR YOUR PIN*, OR
PRESS 3 To *CHANGE THE RECORDING OF NAME*.

If you select *CHANGE RECORDING OF NAME*,
PRESS 1 if you like the recording, OR
PRESS 9 to re-record name.

BAKERSFIELD CITY SCHOOL DISTRICT SUBSTITUTE'S QUICK REFERENCE

System Phone Number **6 3 1 - 4 6 4 6**

Help Desk Phone Number **6 3 1 - 4 8 6 1**

Write your PIN number here: _____

THE SYSTEM CALLS SUBSTITUTES DURING THESE TIMES:

	<u>Today's Jobs</u>	<u>Future Jobs</u>
Weekdays	Start at 5:00 am	4:30 - 09:30 pm
Saturday	None	None
Sunday	None	4:30 - 09:30 pm
Holidays	None	4:30 - 09:30 pm

WHEN SYSTEM CALLS, YOU MAY ...

Enter your PIN OR
PRESS * KEY for other options -
- Make System Wait OR
"Do Not Disturb"

... LISTEN TO THE JOB OFFER

1. Enter your **PIN**, then **PRESS 1** to *HEAR THE UNASSIGNED ABSENCE INFORMATION*.
2. **PRESS 1** To *ACCEPT THE JOB*, OR
PRESS 5 To *HEAR THE JOB AGAIN*, OR
PRESS 9 To *DECLINE THE JOB*.

... LISTEN TO THE CANCELLATION

1. Enter your **PIN**. The System says "The assignment has been canceled"
2. **PRESS 1** To *HEAR THE CANCELLATION AGAIN*, OR
PRESS 5 To *HEAR IF THERE ARE UNASSIGNED JOBS TO ACCEPT*, OR
PRESS 9 To *EXIT*.

... MAKE SYSTEM WAIT FOR PIN

1. **PRESS** the **STAR KEY**, then **PRESS 1**

... THE "DO NOT DISTURB" OPTION

1. **PRESS** the **STAR KEY**, then **PRESS 3**

WHEN YOU CALL THE SYSTEM YOU MAY ...

MENU OPTIONS

- 1 - to Change Phone Number
- 3 - to Listen to Unassigned Jobs
- 5 - to Review Your Assignments
- 7 - to Review Unavailability Period
- 8 - to Review Daily Availability
- 9 - to Exit

... CHANGE THE PHONE NUMBER THE SYSTEM CALLS

1. **PRESS 1** To *CHANGE THE PHONE NUMBER THE SYSTEM CALLS.*
2. The System says the number it currently calls to reach you.
PRESS 1 To *CHANGE THE PHONE NUMBER*, OR
PRESS 9 To *KEEP THE NUMBER* as is.
3. The System repeats the new number.
PRESS 1 To *ACCEPT* the number you entered, OR
PRESS 5 To *RE-ENTER* the number.

... HEAR JOBS AVAILABLE FOR YOU TO ACCEPT

1. **PRESS 3** To *HEAR JOBS.*
2. **PRESS 1** To *ACCEPT THE JOB*, OR
PRESS 3 To *LISTEN TO THE JOB AGAIN*, OR
PRESS 5 To *DECLINE THE JOB*,
PRESS 7 To *HEAR ANOTHER JOB.*

... REVIEW OR CANCEL AN ASSIGNMENT

1. **PRESS 5** To *REVIEW OR CANCEL JOBS YOU ARE ASSIGNED TO.*
2. **PRESS 1** To *HEAR THE INFORMATION AGAIN*, OR
PRESS 3 To *HEAR ANOTHER JOB*, OR
PRESS 5 To *CANCEL THE JOB* just played for you.

... REVIEW OR MODIFY UNAVAILABILITY

1. **PRESS 7** To *MODIFY A PERIOD WHEN YOU ARE UNAVAILABLE TO WORK.*
2. **PRESS 1** To *KEEP THESE DATES*, OR
PRESS 5 To *CHANGE THESE DATES (MMDD)*, OR
PRESS 7 To *ERASE THESE DATES.*

... REVIEW OR MODIFY YOUR DAILY AVAILABILITY

1. **PRESS 8** To *REVIEW OR MODIFY YOUR DAILY AVAILABILITY.*
 2. **PRESS 1** To *KEEP THIS DAY'S SETTING*, OR
PRESS 3 If *AVAILABLE BOTH AM AND PM*, OR
PRESS 5 If *AVAILABLE ONLY IN THE AM*, OR
PRESS 7 If *AVAILABLE ONLY IN THE PM*, OR
PRESS 8 If *NOT AVAILABLE ON THIS DAY.*
 3. **PRESS 9** To indicate that you are finished.
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