

**BOSTON PUBLIC SCHOOLS SUBCENTRAL**  
ADMINISTRATOR QUICK REFERENCE

**BPS SubCentral**

**617-635-7980 | <http://subcentral.boston.k12.ma.us>**

For help, phone: 617-635-9380 or email: [bpssubcentral@boston.k12.ma.us](mailto:bpssubcentral@boston.k12.ma.us)

|                      |  |
|----------------------|--|
| <b>My Access ID:</b> |  |
| <b>My Pin:</b>       |  |

**System Calling Times to Substitutes**

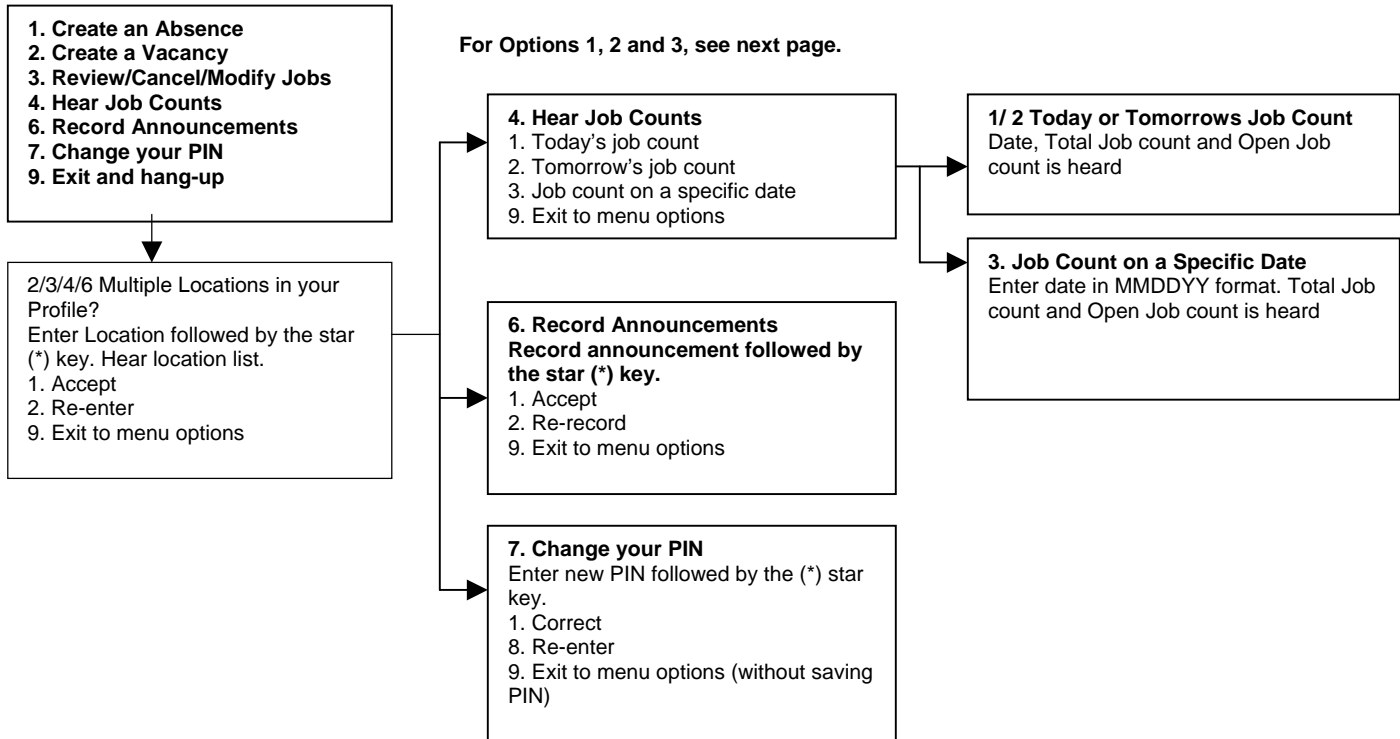
| Week Day | Today's Jobs     | Future Jobs     |
|----------|------------------|-----------------|
| Weekdays | 5:30am to 9:00am | 6:00pm – 9:30pm |
| Saturday | None             | None            |
| Sunday   | None             | 6:00pm – 9:30pm |
| Holidays | None             | 6:00pm – 9:30pm |

**Administrator Menu**

Enter **Access ID** (Employee ID less any leading zeroes), followed by the star (\*) key.  
Enter **PIN**, followed by the star (\*) key. If you are a **first time user**, your PIN is the same as your Access ID and you will be asked to enter a new PIN at least six (6) digits in length, followed by the star (\*) key.

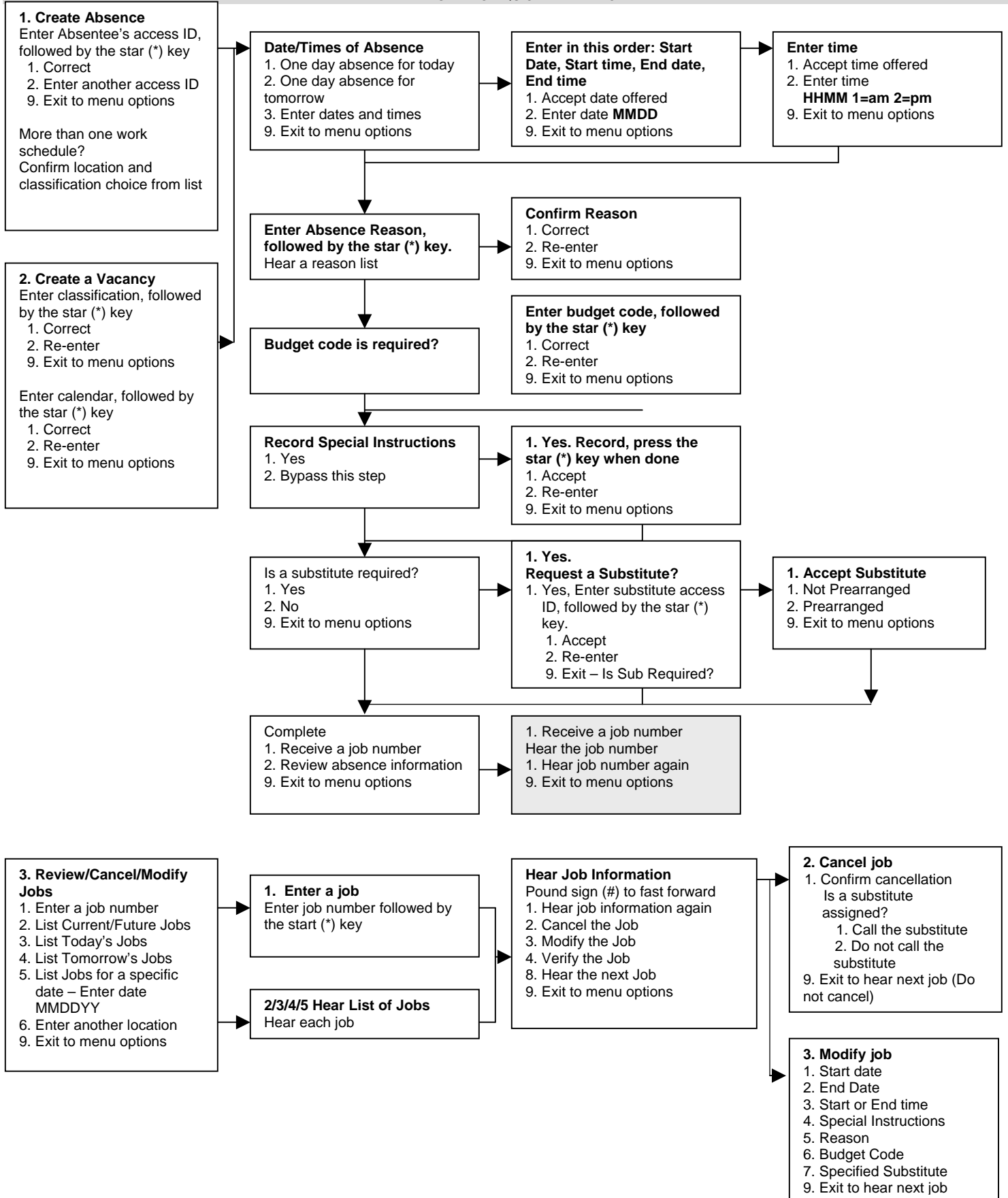
Listen to announcements.

You may be asked to record your name. Record your name followed by the star (\*) key  
If your PIN is the same as your access ID, enter a PIN at least six (6) digits in length, followed by the star (\*) key.



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**Browser Access Instructions:**

**Sign In**

Open your web browser and access the BPS SubCentral sign in page. Review the messages above the Sign In. Enter your Access ID (your employee ID number, without any leading zeroes) and PIN (upon registering, your employee ID number again). Review additional announcements on your home page, if any.

**Important Note:** *Items in **bold** type are required to initiate chosen action.*

**Announcements**

- Create a new announcement
  - Select *New* button
  - Select the location for the announcement (default is your location)
  - Type in the text of the announcement
  - Select the *Save* button

**Create an Absence**

**Note:** **Items in Bold are required to complete an Absence and receive a Job Number.**

- **Enter employee's access ID or use the *Name Lookup* button.** If *Name Lookup* is selected
  - Enter the employee's first or last name (enter full or partial name)
  - Select the *Search* button
  - Select the Employee from the list by choosing the *Name* link
- Select a Location (default is employee's primary location)
- Select Classification (default is employee's primary classification)
  - To select a different classification, click the drop-down menu and choose the classification
- **Select Reason for this absence from the drop-down menu**
- **Select Start and End Dates for your absence**
  - Enter the dates with forward slashes (MM/DD/YYYY) or use the calendar icon
- **Select Start and End Times for your absence. Default times are listed**
  - To change defaults, enter the time in HH:MM am or pm format
  - Ensure that the correct time is entered. If the times for the substitute are different than the absence times, please enter the adjusted times
- Multiple Day (Recurring) Absence. Select the *Modify Schedule* button
  - The default work schedule is shown. Remove the checkmark(s) from the Work Days boxes that do not apply to this absence
  - Modify daily schedule and/or times for absence and substitute
  - Select the *Continue* button
- Request a particular substitute
  - Enter the substitute's access ID number or use the *Name Lookup* button to find the substitute by name
- Indicate if the requested substitute has accepted this job
  - Yes = substitute is prearranged and will not be called and offered the job
  - No = call will be placed and the substitute will be offered the job
- Enter special instructions for the substitute to view
- Enter comments for administrator viewing only

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- **Select the Continue button**
- **Select the Create Absence button to receive a Job Number. Please record this Job Number.**

#### **Create an Absence**

Quick Absence Entry for one (1) day Absence for today using default times

**Items in Bold are required to complete an Absence and receive a Job Number.**

- **Enter employee's access ID or use *Name lookup***
- **Select Reason for Absence**
- Specify a Substitute
- Prearrange Substitute
- Enter instructions for Substitute and Administrator
- **Select the Continue button**
- Confirm the Absence information
- **Select the Create Absence button to receive a Job Number. Please record this Job Number.**

#### **Create a Vacancy**

- **Select Calendar for Vacancy**
- **Select Location for Vacancy**
- **Select Classification for Vacancy**
- **Follow steps in Create an Absence Entry, starting at "Select Reason"**
- **Select the Create Vacancy button to receive a Job Number. Please record this job number.**

#### **Daily Job Counts**

The Daily Job Count allows you to search and view a count of jobs at your location for a month. Past, present and future job counts can be viewed.

- Select Month and Year (defaults to current month and year)
- Select Reason for absence or leave blank for all reasons
- Select Location (default will be your location)
- Select *Search* button

You may search other months by using the Previous Month or Next Month buttons.

#### **Job Inquiry/Reports**

Job Inquiry allows you to search, view and print job reports for your location. Past, present and future jobs may be viewed or modified

##### **Today's Job Inquiry**

- Select the *Search* button or *Create Report* button for a list of all jobs for today

##### **Job Inquiry**

- **Enter a Job Number or Search criteria for a list of jobs**

Search Criteria

- Job Types - All (both Absences and Vacancies), Absences and Vacancies
  - Job Status - All, Open & Filled, Open, Filled, Finished & Verified, Finished, Verified, Cancelled
  - Sub Status - All, No Sub Required, Filled, Not Filled.
  - Date Range - Defaults to Today. Enter dates or use the calendar icons to select dates
  - Select the *More Search Options* button to expand search criteria options to create a more defined search
- Select Sort Order
    - Budget Code, Classification Name, Employee Name, End Date, Job # (default), Location Name, Reason Name, Start Date, Job Status, Job Sub-Status, Substitute Name
    - Select "Then By" Sort order (same options as Sort Order)

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- Select the *Search* button to view a list of jobs or select other options
  - *Create Report* creates a printed report of the selected job information. A report setup screens allows a choice for the printing of detailed or summary information
  - *Export* creates a data file of the job information
- If you pressed the *Search* button, select the *Job Number* link to view or modify details of the job
  - Modify job actions to change the job's status including stop callout, re-open, cancel, and verify
  - Modify job information - Details of the job (time, reason, substitute, etc.) can be modified prior to the job ending
  - Select the *Save* button

#### Other actions on the job detail screen

- *Filling Details* button – Detailed information regarding all calls and disqualifications for the job
- *Reset* button – Return the data to its original state before selecting the *Save* button
- *Return to List* button – Return to the list that was created by the search

### Priority Lists

View, modify, and print priority lists of substitutes for your location. Substitutes are assigned a list number and level, which determines the order they will be called for jobs. The lowest order is called first.

#### New Priority List

- Select the *New* button
  - Enter substitute's access ID or use *Name Lookup* button
  - Select List Type from drop-down menu (Preferred, Auto Assignment, Do Not Use)
  - Select Classification from drop-down menu or enter the classification code
  - Select either a location or employee, but not both
  - Enter the sub list and level. (Default is 1)
  - Select the *Save* button

#### Priority Lists Inquiry

- Enter the search criteria or press the *Search* button for all priority lists
  - Select List Type from drop-down menu (Preferred, Auto Assignment, Do Not Use)
  - Select Classification from drop-down menu
  - Select Location
  - Enter employee's access ID or use *Name Lookup* button
  - Enter substitute's access ID or use *Name Lookup* button
- Select the sort order
  - Select sort by (default Substitute name) and "then by" sort order
- Select the *Create Report* button for a report
  - A report setup screen allows the choice of data to be included on the report
  - Select the *View Report* button
- Select the *Search* button for the search list
  - Modify Priority List
    - Select substitute to modify by selecting the substitute's name
    - Modify substitute list and/or level
    - Select *Save* button
  - Delete Substitute from Priority List
    - Place a checkmark in the Delete box
    - Select the *Delete* button

## **Profile Inquiry/Reports**

View and/or print a list of Employees and/or Substitutes for your location.

### **Profile Inquiry Tab**

- Enter name, access ID, external ID or call back number (substitute only)
- Select the *Search* button
- Select a profile by clicking the *Select* link by the name
- View basic profile information on the profile tab
- Select employee or substitute tab and links within the tabs for detailed information

### **Employee Inquiry Tab**

- Enter search criteria or select the *Search* button to return all employees at your location(s)
- Select a profile by clicking the *Name* link
- View basic information on the profile tab
- Select the employee tab and links within the tab for detailed information

### **Employee Report from the Employee Inquiry Tab**

- Enter search criteria or leave blank for all employees at your location(s)
- Select the *Create Report* button
  - Select a report type from the report setup
    - Employee Detail Report
    - Employee Labels
    - Employee List
- Select the *View Report* button

### **Substitute Inquiry**

- Enter search criteria or select the *Search* button to return all substitutes at your location(s)
- Select a profile by selecting the *Name* link
- View basic information on the profile tab
- Select the substitute tab and links within the tab for detailed information

### **Substitute Report from the Substitute Inquiry Tab**

- Enter search criteria or leave blank for all substitutes at your location(s)
- Select the *Create Report* button
  - Select a report type from the report setup
    - Substitute Detail Report
    - Substitute List
    - Substitute Labels
    - Substitute Statistics
- Select the *View Report* button