

**BOSTON PUBLIC SCHOOLS SUBCENTRAL**  
**SUBSTITUTE TEACHER 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

**Substitute Teacher Registration**

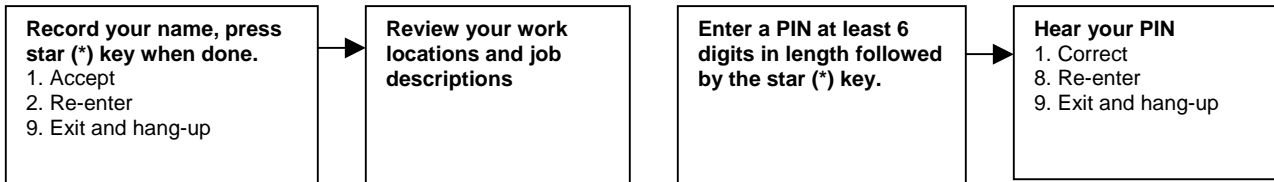
Enter **Access ID** (your serial number, assigned by OHR), followed by the star (\*) key.  
 Enter **PIN**, followed by the star (\*) key. If you are a **first time user**, your PIN is the same as your Access ID and you will be asked to enter a new PIN at least six (6) digits in length, followed by the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

**Name does not exist**

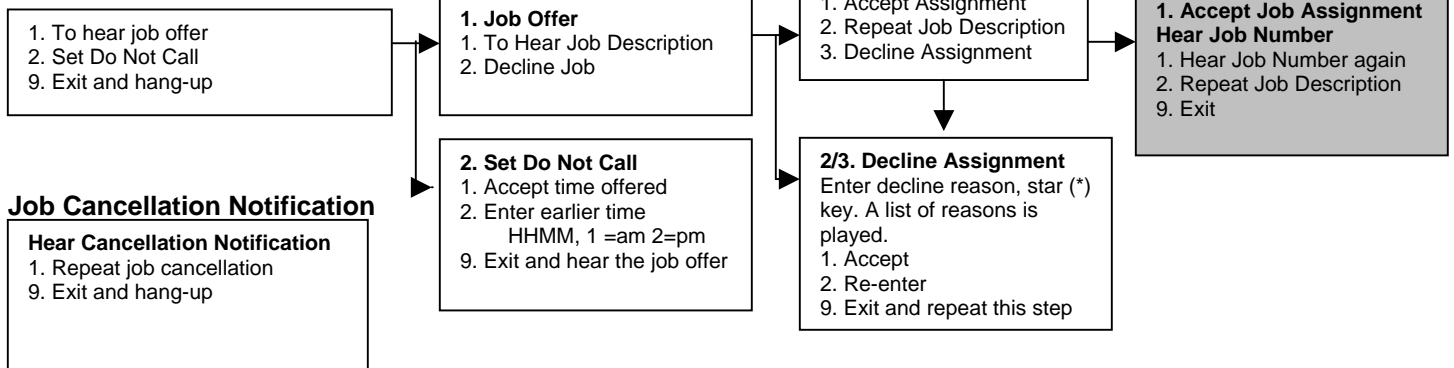
**PIN is not valid**



**System Call-Out (for Job Offers and Cancellation Notifications)**

Enter **Access ID**, followed by star (\*) key  
 Enter **PIN**, followed by star (\*) key Or enter star (\*) key

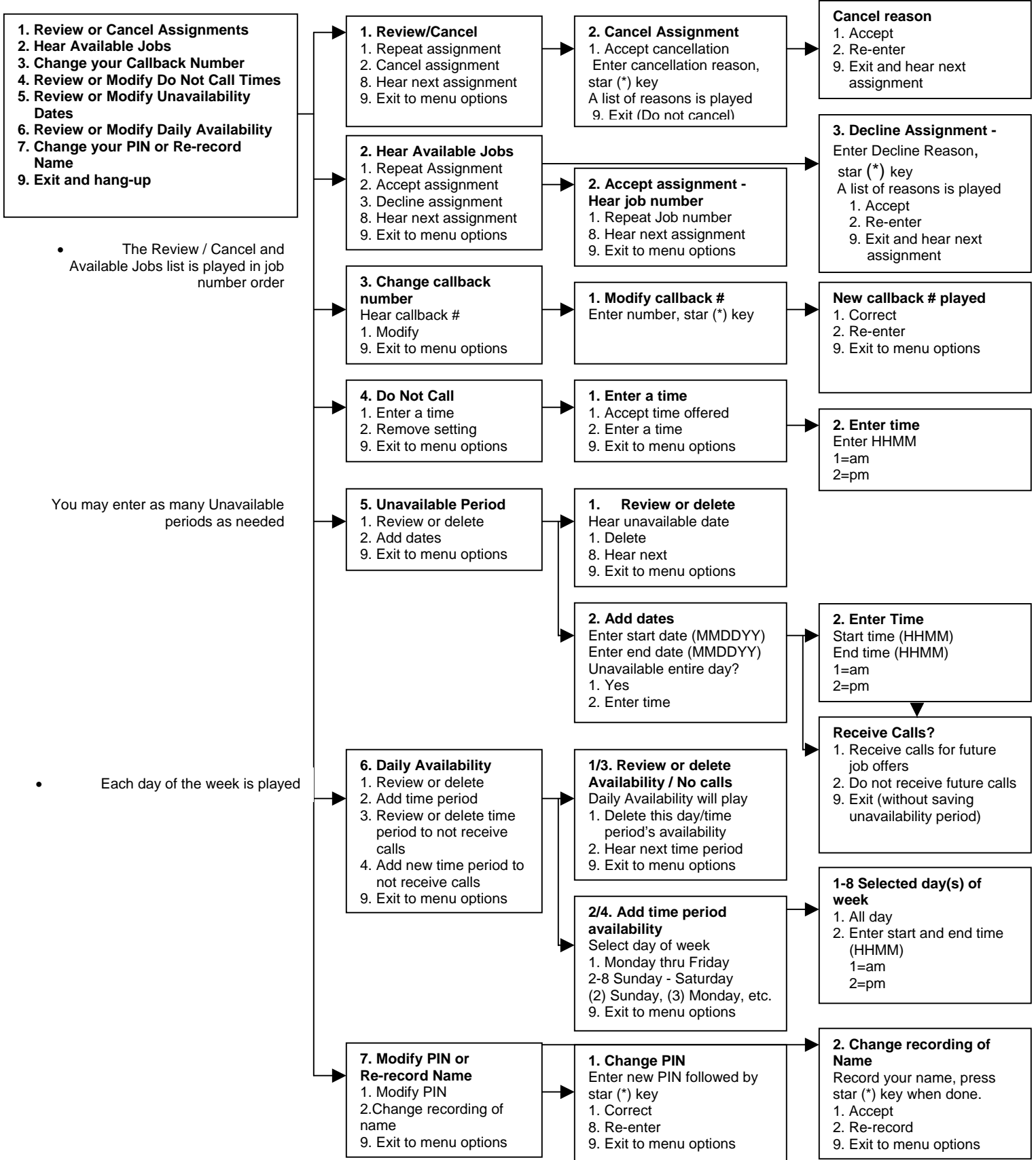
**Job Offer**



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**Substitute Call-in:**

**Enter Access ID, followed by the star (\*) key, Enter PIN, followed by the star (\*)key, then listen to announcements.**



## 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 and PIN. Review additional announcements on your home page, if any.

### Profile Link

Choose the Profile link to view and update your information.

#### Profile Tab

- **Change your Callback Number**  
Enter the telephone number where you can be contacted by the system. Include the '1' (long distance indicator) and area code only if required for the system to call you from the district office
- **Add Temporary Do Not Call setting**  
Enter a time in HH:MM am or pm format for the system to resume calling  
(The maximum is 24 hours from the current time)

#### Schedule Tab

- **Create a New Availability Schedule**
  - o Select *New* button
  - o Select *Save* button
  - o Select days of the week for the schedule by leaving boxes checked by that day
  - o Select the times you are available to work or do not want to be called. (Choose only one option)
    - Check box for all day or
    - Enter a start and end time range in HH:MM am or pm format
  - o Select *Save* button
  - o To Exit without saving changes, select the *Return to List* button
- **Modify your Availability Schedule**
  - o Choose day or days of the week you want to delete by checking the boxes by that day
  - o Select the *Delete* button
  - o Select the *New* button to add a new day of week or time. Follow the steps for "Creating a New Availability Schedule" as outlined above.
- **Delete an Availability Schedule**
  - o Select day(s) of the week you want to delete by checking the boxes by that day
  - o Select the *Delete* button

#### Classifications and Locations Tab

- Review classifications and locations you have chosen for possible assignments

#### Unavail Dates Tab

- **Create Unavailability Schedule**
  - o Select the *New* button
  - o Enter Start and End Date Range (MM/DD/YYYY) or use the calendar icon
  - o Select the *All Day* check box or enter the time range in HH:MM am or pm format
  - o Select the *Call for Future Assignments* checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time
  - o Select *Save* button
- **Delete Unavailability Schedule**
  - o Place a checkmark in the desired date range box
  - o Select the *Delete* button

### Available Jobs Link

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Choose the Available Jobs link to view and accept assignments.

To view and accept jobs

- You must be available to work all days and times of the job
- You have specified that you will work at the location
- You are specified for the job

Follow these steps

- Select the date range for your search entering in the dates with forward slashes (MM/DD/YYYY) or using the calendar icon. Leaving dates blank will return all data
- Press the *Search* button to display the list of jobs
- Press the *Details* link to view the job details. Review the specifics and choose one of the following
  - o Select the *Accept Job* button. A job number will be assigned to you if the job has been successfully assigned to you. **Please record this Job Number.**
  - o Select the *Decline Job* button. Select a reason for decline from the drop-down list, then select the *Decline Job* button
  - o Select the *Return to List* button to return to the job listing

### Review Assignments

Choose the Review Assignments link to review past, present and future assignments or to cancel an assignment

Follow these steps

- Select format for Assignment display. List or Calendar view
- Search for assignments
  - o Enter the date range with forward slashes (MM/DD/YYYY) for your search or use the calendar icon. Leaving dates blank will return all data
  - o Enter a specific job number (date range will not be used)
- Press the *Search* button to display the list of assigned jobs
- Choose the *Job Number* link to view job details
  - o Select the *Return to List* button to review other jobs assigned to you
  - o Select the *Cancel Assignment* button to cancel your assignment. Enter a reason for canceling from the pull down list. Wait for the "Job was cancelled successfully" notification. You cannot cancel an assignment that has already started