

BOSTON PUBLIC SCHOOLS SUBCENTRAL
EMPLOYEE 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

My Access ID:	
My Pin:	

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

Employee Registration

Enter **Access ID** (Employee ID less any leading zeroes), followed by the star (*) key.

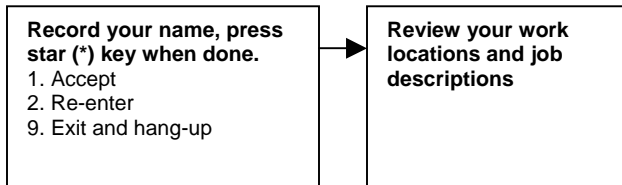
Enter **PIN**, followed by the star (*) key. If you are a **first time user**, your PIN is the same as your Access ID and you will be asked to enter a new PIN at least six (6) digits in length, followed by the star (*) key.

Listen to announcements.

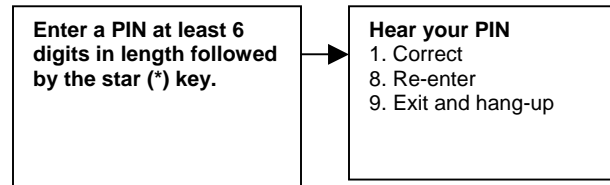
You may be asked to record your name. Record your name followed by the star (*) key

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.

Name does not exist



PIN is not valid

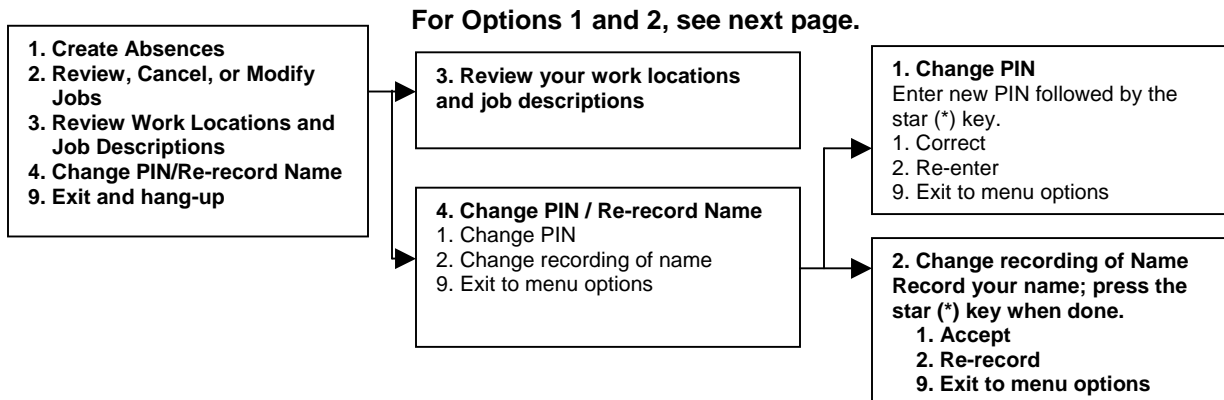


Employee Menu

Enter **Access ID**, followed by star (*) key

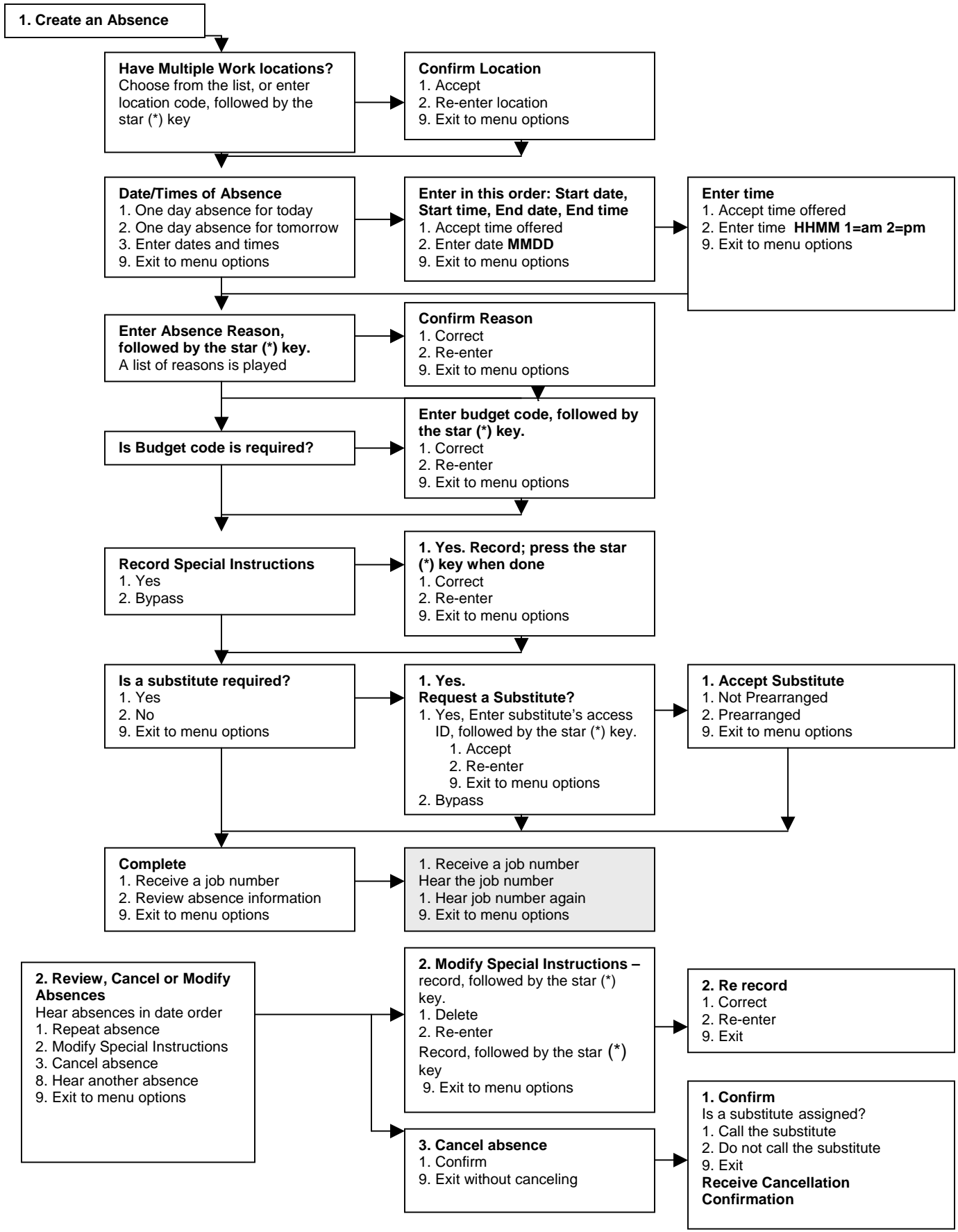
Enter **PIN**, followed by star (*) key, listen to announcements

Menu Options



BOSTON PUBLIC SCHOOLS SUBCENTRAL
EMPLOYEE QUICK REFERENCE

Employee Menu



BOSTON PUBLIC SCHOOLS SubCentral
Employee Quick Reference

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.

Create Absence

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

- **Select the Location**
- **Select the Classification**
 - Choose from the drop-down menu
- **Select the Reason for this absence from the drop-down menu**
- **Indicate if a substitute is required for this absence.**
 - Choose Yes or No
- **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 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.**
 - Your 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
- Suggest a particular substitute
 - Enter the substitute's access ID number or use the Search feature 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
- **Select the Continue button**
- **Select the Create Absence button to receive a Job Number. Please record this Job Number.**

Review/ Cancel Absences

Review past, present and future absences or to cancel an absence.

Follow these steps

- Select the format for absence display: List or Calendar view
- Search for Jobs: Enter specific date range (MM/DD/YYYY) or Calendar icon, or enter job number or leave blank to return all your absences
- Select the *Search* Button
- Select the *Job Number* link to view job details on future jobs

From the Job Details screen

- Special instructions can be updated on future jobs. Modify the special instructions and select the *Save* button
- To cancel your job, select the *Cancel Job* button
- If a substitute is assigned to your absence and you want the system to notify them of the job cancellation (by calling them), place a checkmark in the box prior to the question "Notify the Substitute of Cancellation?"
- Select *Return to List* button to return to the job listing