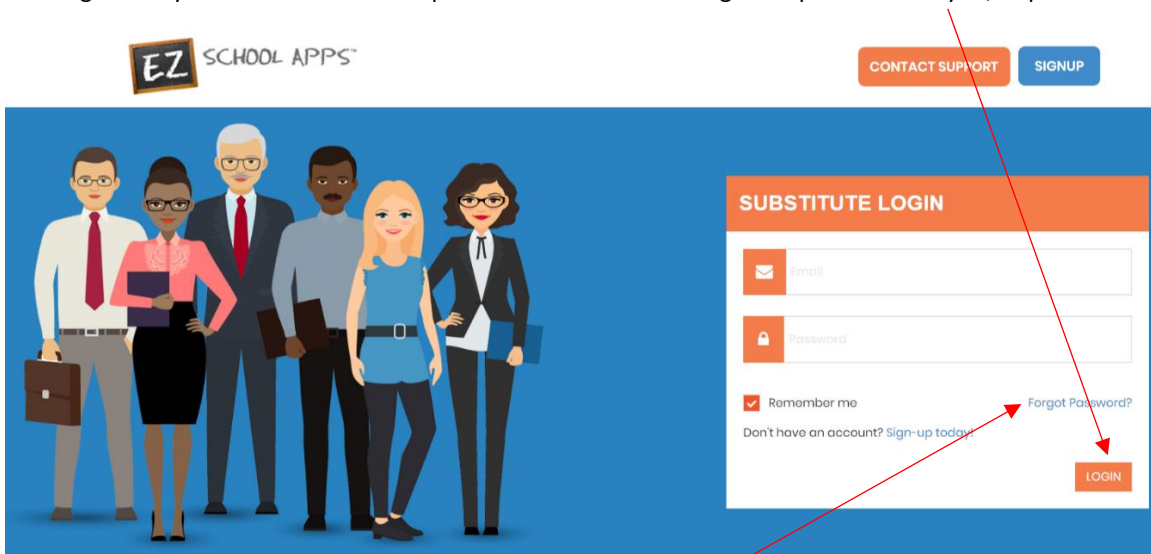# EZ Substitute Management - Substitute Instructions

Substitutes should contact your school (or agency) when any type of support is needed. You can use the 'Contact Support' link to reach them.
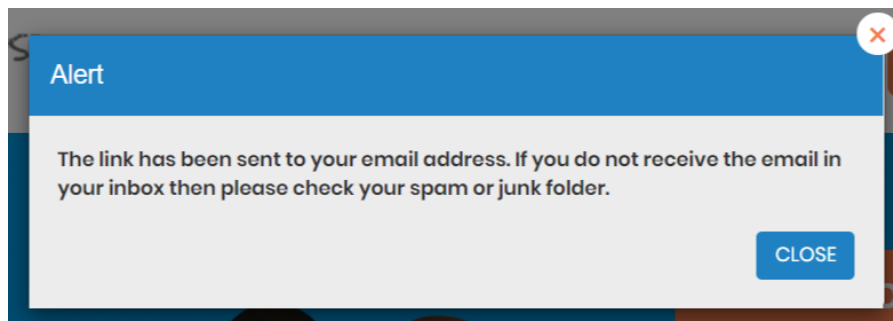
1. Go to www.ezschoolapps.com/SubstituteLogin.aspx

2. Login with your email address and password if the school assigned a password for you, skip to #11.

3. If the school did not assign you a password, click on Forgot Password.
4. A popup box will appear.
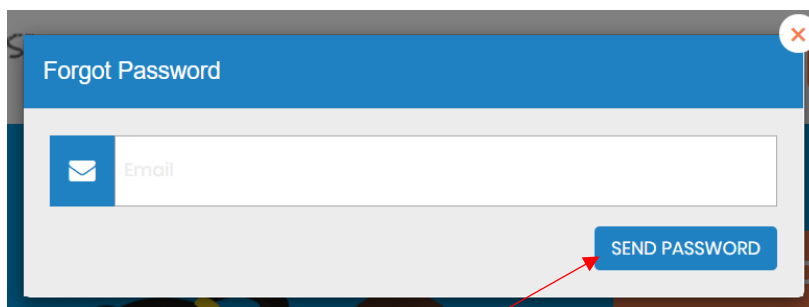
5. Type in your email address at your and click Send Password.

6. You will see the following box.

7. You will get an email containing a link.

☐ ☆ 📁 info   EZ School Apps Reset Password - Hi, Below is the link to reset your password for EZ School Apps. If you did not request this then please ignore. Click here to reset your password. Thanks, EZ School Apps Support

8. Click on the link that says "Click here to reset your password. A box will appear that allows you to change your password. Your password cannot contain special characters.
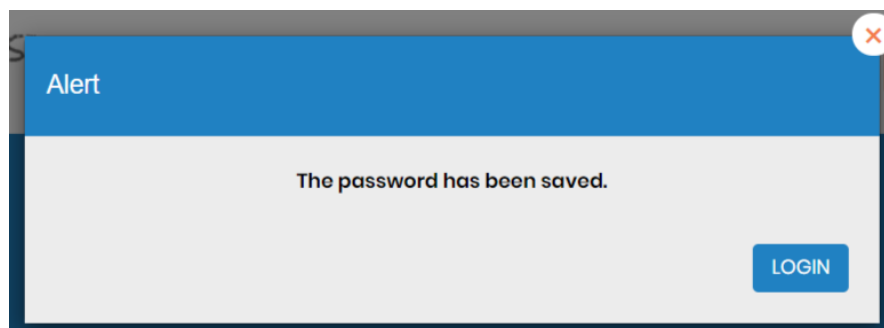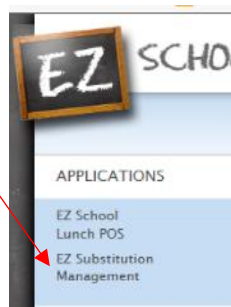
Change Substitute Password

New Password: New Password

Confirm Password: Confirm new Password

SAVE SUBSTITUTE PASSWORD

9. The following box will appear. Click OK.

Alert

The password has been saved.

LOGIN

10. Click on EZ Substitution Management on the left under applications.

EZ SCHOC

APPLICATIONS

EZ School
Lunch POS
EZ Substitution
Management

Selecting a Substitute Job

1. Click on the Substitute Requests tab.

2. Click on a date that shows a number after Available. Notice that the employee name appears under Available Substitute Opportunities.

18 Scheduled(0) Available(0)	19 Scheduled(0) Available(0)	20 Scheduled(0) Available(0)	21 Scheduled(0) Available(1)	22 Scheduled(0) Available(0)
25 Scheduled(0) Available(1)	26 Scheduled(0) Available(0)	27 Scheduled(0) Available(0)	28 Scheduled(0) Available(1)	29 Scheduled(0) Available(0)
2	3	4	5	6

Scheduled Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	Review
No Job(s) Found						

Available Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	Review
Mark Adler	Delaney School	Grade 2 Teacher	Full Day – 7 hours	Arrival–08:00 AM Departure–02:15 PM		Review

Declined Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	View
No Job(s) Found						

Deleted Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	View
No Job(s) Found						

Click Review. A popup box will appear. Click **Accept Substitute Job**.

Accept Substitute Job

Absent Employee Name :	Mark Adler
School :	Delaney School
School Address :	120 Taunton Street
City/Town :	Wrentham, MA 02093
Date of Absence :	6/28/2018
Absence Length :	Full Day - 7 hours
Comment for Sub :	My substitute folder can be picked up at the office.

Cancel   Accept Substitute Job

3. Notice that the employee is now listed under Scheduled Substitute Job(s).

18 Scheduled(0) Available(0)	19 Scheduled(0) Available(0)	20 Scheduled(0) Available(0)	21 Scheduled(0) Available(1)	22 Scheduled(0) Available(0)
25 Scheduled(0) Available(1)	26 Scheduled(0) Available(0)	27 Scheduled(0) Available(0)	**28 Scheduled(1) Available(0)**	29 Scheduled(0) Available(0)
2	3	4	5	6

Scheduled Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	Review
Mark Adler	Delaney School	Grade 2 Teacher	Full Day – 7 hours	Arrival–08:00 AM Departure–02:15 PM		Review

Available Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	Review
No Job(s) Found						

Declined Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	View
No Job(s) Found						

Deleted Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	View
No Job(s) Found						

Declining a Preferred Sub Job

1. A teacher has the ability to choose one or more preferred substitutes for a job. Those will only show for the preferred subs chosen. If you know you will not be able to take that job, you have the ability to decline it. That allows it to go out to other substitutes who may not have been chosen as a preferred sub.

Scheduled Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	Review
No Job(s) Found						

Available Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	Review
Mark Adler	Delaney School	Grade 2 Teacher	Full Day – 7 hours	Arrival–08:00 AM Departure–02:15 PM	Decline	Review

Declined Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	View
No Job(s) Found						

Deleted Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	View
No Job(s) Found						

2. Under Available Substitute Job(s) click on Decline if you will not be taking the job.

Deleting a Job

1. It is possible to delete the job as long as it has not been approved by the school. Click on Review.

2. The following box will appear. Click Remove Scheduled Job.

3. Notice that the employee is now listed back under Available Substitute Jobs.

4. If you click on Remove Job and it has already been approved by the school, the following message will appear.
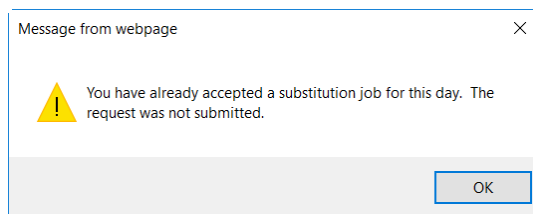

5. You would then need to call the school or substitute agency to remove yourself from this job.

Attempting to Schedule Two Jobs on the Same Day

1. If an attempt is made to schedule a second Available Substitute Opportunity on the same date, the following message will appear.

Selecting a Multiple Day Job

1. This teacher has requested multiple days, the July 29th through July 31st.

29 Scheduled(0) Available(1)	30 Scheduled(0) Available(1)	31 Scheduled(0) Available(1)	1	2
5	6	7	8	9

Scheduled Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	Review
No Job(s) Found						

Available Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	Review
Mark Adler	Delaney School	Grade 2 Teacher	Full Day – 8 hours	Arrival–08:00 AM Departure–04:00 PM	Decline	Review

Declined Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	View
No Job(s) Found						

Deleted Substitute Job(s)

Employee Name	School	Position	Absence Type	Substitute Time	Preferred Sub	View
No Job(s) Found						
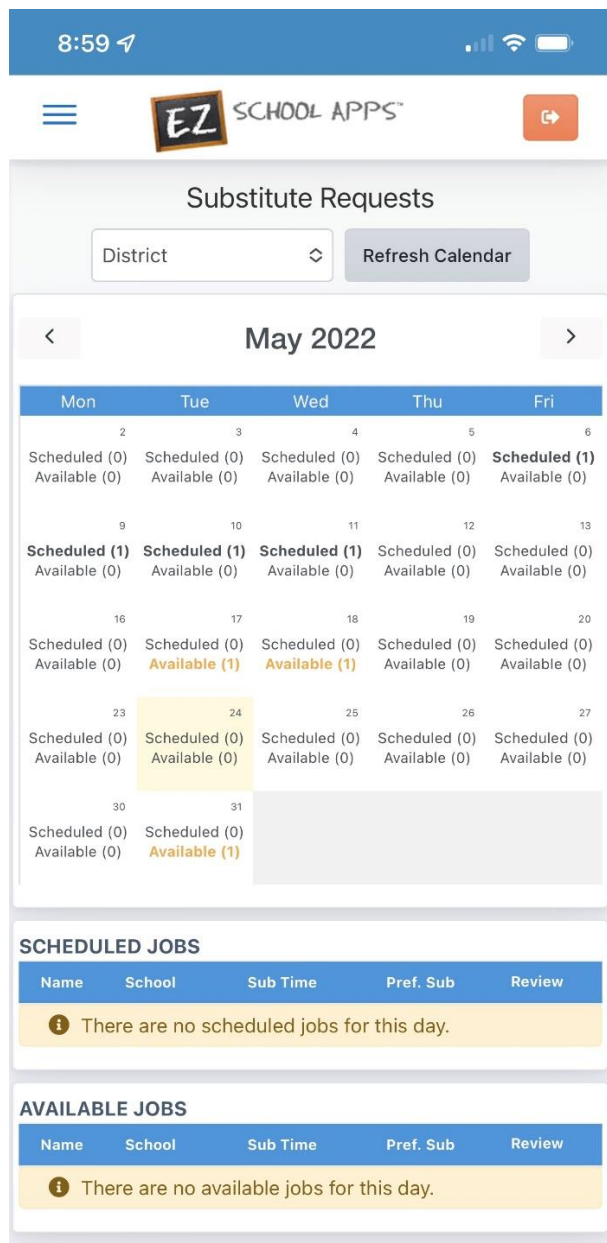
2. Click Review.

3. Click Accept Substitute Job.

4. The following popup box will appear.
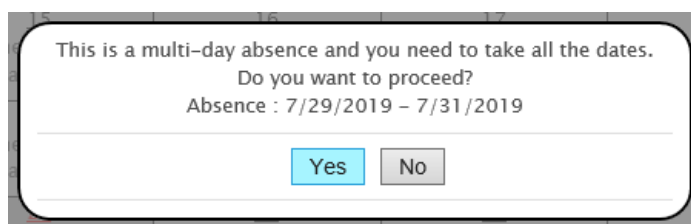
5. Choose Yes or No.

Install Mobile App

- Go to the Apple or Google Store from your phone or tablet.
- Search for "EZ School Apps" and you will see the free download.

- Notice the Scheduled (0) and Available (0) boxes in each day of each month.

- The Available numbers will change as jobs are requested.

- The Scheduled numbers will change as you accept jobs.

- Tap on a calendar day to view the list of jobs at the bottom of your screen

16	17	18	19	20
Scheduled (0)	Scheduled (0)	Scheduled (0)	Scheduled (0)	Scheduled (0)
Available (0)	**Available (1)**	**Available (1)**	Available (0)	Available (0)
23	24	25	26	27
Scheduled (0)	Scheduled (0)	Scheduled (0)	Scheduled (0)	Scheduled (0)
Available (0)	Available (0)	Available (0)	Available (0)	Available (0)
30	31			
Scheduled (0)	Scheduled (0)			
Available (0)	**Available (1)**			

SCHEDULED JOBS

Name	School	Sub Time	Pref. Sub	Review
ℹ There are no scheduled jobs for this day.				

AVAILABLE JOBS

Name	School	Sub Time	Pref. Sub	Review
Teacher Matt	Test School Matt	Arr. 12:00 AM Dep. 12:00 AM		Review

DECLINED JOBS

Name	School	Sub Time	Pref. Sub	Review
ℹ There are no scheduled jobs for this day.				

DELETED JOBS

Name	School	Sub Time	Pref. Sub	Review
ℹ There are no scheduled jobs for this day.				

- It will show you basic information about that available job.

- If you were selected as a Preferred Sub and want to decline, then click the Decline option.

- If there is a job you would like to take click on the "Review" button

- The box on the next page then opens.

9:00

💼 Job Details

Employee Name:

Teacher Matt

School:

Test School Matt

School Address:

2 test street

City/Town:

Methuen, MA 01844

Date Of Absense:

05/31/2022

Absense Length:

8 hours

[Accept Substitute Job] [Cancel]

SCHEDULED JOBS

Name	School	Sub Time	Pref. Sub	Review
ℹ️ There are no scheduled jobs for this day.				

AVAILABLE JOBS

Name	School	Sub Time	Pref. Sub	Review
Teacher Matt	Test School Matt	Arr. 12:00 AM Dep. 12:00 AM		Review

- You can review the additional information to decide if you want to accept the job.

- If you so want to accept it, click on "Accept Substitute Job".

- You will get a popup that states, "Absence request accepted."

- Click "OK".

- The job will then move to the Scheduled Substitute Job(s).

- This allows you to view those scheduled jobs at any time.

- You can also remove a job.

- Click on Review on the Scheduled Job. This will open the Additional information seen on the next page.

Remove Scheduled Job

Employee Name:
Teacher Matt

School:
Test School Matt

School Address:
2 test street

City/Town:
Methuen, MA 01844

Date Of Absense:
05/31/2022

Absense Length:
8 hours

Remove Scheduled Job   Cancel

- Click on "Remove Scheduled Job".

- You may get a pop-up that says you are unable to remove. You will need to contact the school or staffing agency.

Done!
The job was removed successfully.
Ok

- If successful, you will see a popup box.

- It states, "The job has been removed successfully".

- Click OK.

EZ SCHOOL APPS™

- You Can bring up your alerts page by clicking on the menu on the top left

- Once you click open the side menu select Substitute Alerts

- On this page you can set up your Mobile Notifications

- Click on the "Add" button to bring up the Mobile notification popup

- Use the dropdown to select if you would like sound or not and then click add
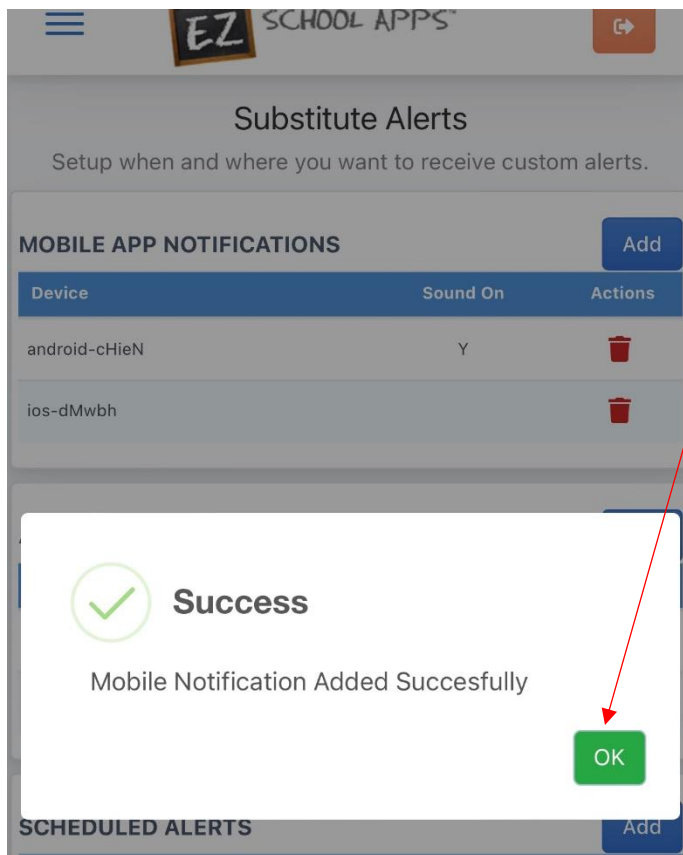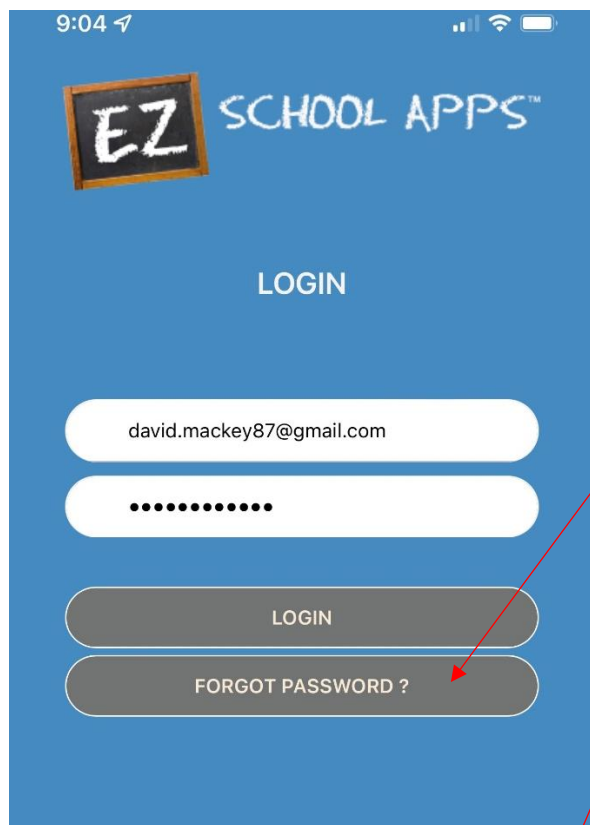
- Once you add the Mobile phone alert, you will receive a success Popup

- Click Ok

9:04

LOGIN

david.mackey87@gmail.com

••••••••••••

LOGIN

FORGOT PASSWORD ?

- If you ever have trouble logging in, you can use the "Forgot Password" button

- From there type your email in the box below

- Click "Send Password Reset Link", this will send you a reset password link to your email address

Trouble Logging In?

Please enter your email address below, click the button, and we email you a link to reset your password.

Please enter your email address...
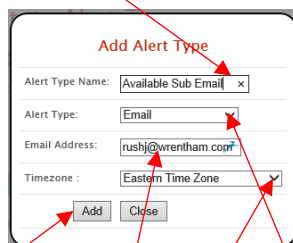
Send Password Reset Link

Setting Substitute Alerts (Optional)

1. The following steps are not necessary, if you are using the mobile app.

2. Remember that you can also login the www.ezschoolapps.com/SubstituteLogin.aspx anytime to check for available substitute jobs.
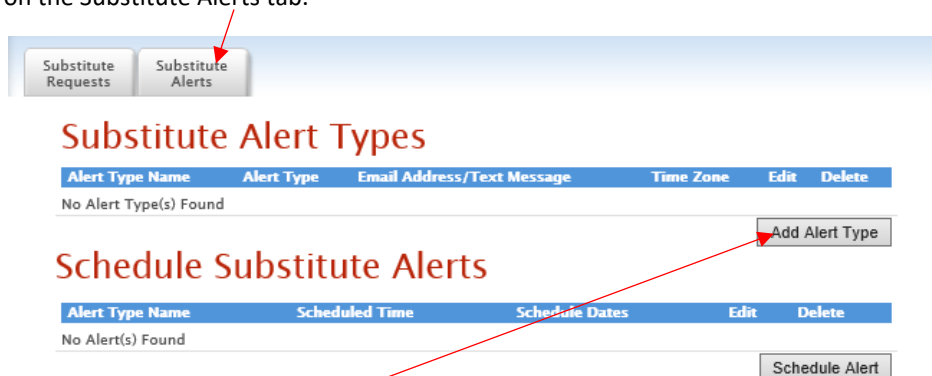
3. Click on the Substitute Alerts tab.

4. Click on Add Alert Type.

5. A popup box will appear again.

6. Type in an alert name in the box after Alert Type Name.

7. Click on the dropdown arrow after Alert Type to select the type.

8. Type in the Email Address that should receive the alert.

9. Click on the dropdown arrow after Timezone to select the time zone.

10. Click Add.

Substitute Alert Types

Alert Type Name	Alert Type	Email Address/Text Message	Time Zone	Edit	Delete
No Alert Type(s) Found					

Add Alert Type

Schedule Substitute Alerts

Alert Type Name	Scheduled Time	Schedule Dates	Edit	Delete
No Alert(s) Found				

Schedule Alert

11. Click on the Add Alert Type.

12. A popup box will appear again.

13. Type in an alert name in the box after Alert Type Name.

14. Click on the dropdown arrow after Alert Type to select the type.

15. Type in the phone number you want to receive the text.

16. Click on the dropdown arrow after Phone Service to select your type of phone service.

17. Click on the dropdown arrow after Timezone to select the timezone.

18. Click Add.

19. Notice that the Alert Types are now listed.

Substitute Alert Types

Alert Type Name	Alert Type	Email Address/Text Message	Time Zone	Edit	Delete
Text Message Alert	Text	2223334444	Central Time Zone	Edit	Delete
Email Alert	Email	Gual@yahoo.com	Central Time Zone	Edit	Delete
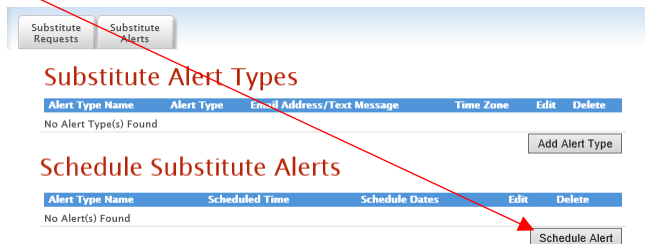
Add Alert Type

Schedule Substitute Alerts

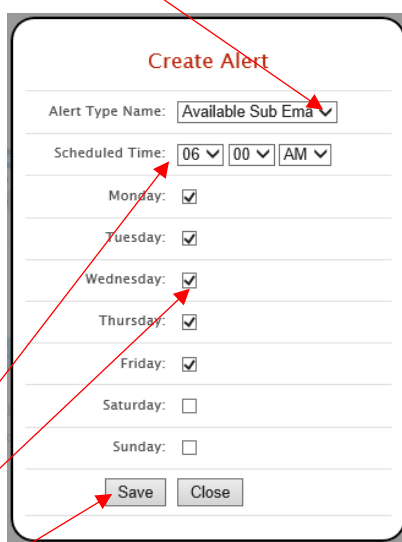| Alert Type Name	Scheduled Time	Schedule Dates	Edit	Delete
Email Alert	4:00 PM	Mon,Tue,Wed,Thu,Fri,Sat,Sun	Edit	Delete
Text Message Alert	6:00 AM	Mon,Tue,Wed,Thu,Fri	Edit	Delete

Schedule Alert

20. Click on Schedule Alerts.

21. A popup box will appear.

22. Click on the dropdown after Alert Type Name to select the alert type.
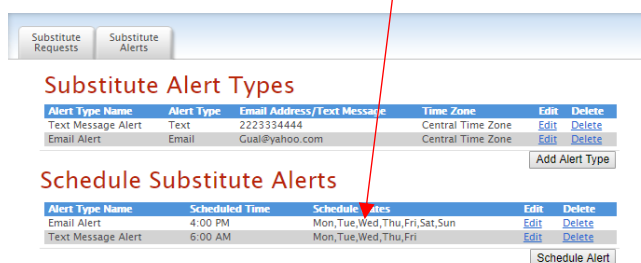

23. Use the dropdowns to schedule the time you wish to be alerted.

24. Check the days of the week you would like to be alerted.

25. Click Save.

26. Notice that the alerts are now listed below Schedule Alerts.

27. You can set as many substitute alerts as you would like.

28. Remember that you can also login the www.ezschoolapps.com/SubstituteLogin.aspx anytime to check for available substitute jobs.