

Substitute Profile

This will define the locations, grade levels, subjects, etc. for the substitute. **The only one required is the locations.**

EzStart -> Office Apps -> Human Resources -> Substitute Management System -> District Substitute Profile Manager

1. Select the substitute by clicking on the record of the substitute's name.
2. Select the tab Locations. Click Add New, select a location, click Save and Add. Repeat.
3. Select the other tabs and enter the information as needed. All but the Locations are optional. To remove the substitute from the list, set the Status to Inactive.

