

Charlotte County Public Schools  
Substitute Quick Reference Card

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System Phone Number (941) 8456560





## Select Save button

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### AVAILABLE JOBS

Choose the [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

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

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.

Select the [Decline Job](#) button. Select a reason for decline from the [dropdown](#) list, then select the [Decline Job](#) button

Select the [Return to List](#) button to return to the job listing

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### REVIEW ASSIGNMENTS

Choose the [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

Press the [Search](#) button to display the list of assigned jobs

Choose the [Job Number](#) link to view job details

Select the [Return to List](#) button to review other jobs assigned to you

Select the [Cancel Assignment](#) button to cancel your assignment. Enter a reason for