



Substitute Quick Reference Card

<https://westcontracosta.eschoolsolutions.com>

Weekdays	Starts at 6:00 am	3:00 - 9:00 pm
Saturday	None	None
Sunday	None	3:00 - 9:00 pm
Holidays	None	3:00 - 9:00 pm

1. Illness
2. Other Employment
3. Lack of Transportation
4. Lack of Childcare
5. Personal Reasons
6. Reassignment
7. No Show
8. Illness in Family

Before any features are available, you must register with the system and create a PIN. The Access ID and PIN are used for all interactions with the system.

1. Enter your [redacted] followed by the star (*) key
2. Enter your [redacted] again when it asks for your PIN followed by the star (*) key
3. Record your name followed by the star (*) key
4. Hear your callback #. Correct if necessary.
5. You will be asked to select a new PIN. Enter a PIN at least six (6) digits in length followed by the star (*) key.

Enter decline reason from page 1 followed by the star (*) key

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*