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## Setting up Substitute Teachers

**Purpose:** *Administration* – Instructions for setting up substitute teacher access for them to take attendance and lunch count and see the daily bulletin.

One feature of PowerSchool (PS) is the ability to provide Substitute Teacher Logins, allowing Substitutes to take attendance, etc. without providing direct access to confidential data, such as grade book information.

### SETTING THE SUBSTITUTE PASSWORD

A substitute password is set at the School level and applies only to that school. To set the Substitute Password, do the following:

1. From the Setup Menu – select **School**
2. From the General Category – select “**Sub Login Settings**”
3. You will see a screen similar to the one below, where you can enter the password and check the box which allows you to include the Current Date in the Password.

Substitute Login Password

Include current date?

Note: This substitute login password applies to Dixon High School only.

Submit

4. Click the **Submit** button.

NOTE: Including the date will use the Date OF THE WEEK as a prefix to the password. In the above example, the password the Sub would enter would be 12Pacers1 if it were 12<sup>th</sup> of any month. The date prefix will change with each change in the calendar Day.

### HOW DOES THE SUB LOG IN TO POWESCHOOL

Substitute Teachers utilize a unique URL when entering PowerSchool. As an example, of what the URL would look like, it would be the District URL followed by /SUBS. If your District URL is: gwaea.k12.ia.us

Subs would use this URL: gwaea.k12.ia.us/subs (it is plural)

This URL will lead the Sub to a different login screen that looks like the one below:



## PowerSchool

School:

Teacher:



Password:



Here the Substitute teacher will select the School, Teacher and enter the Password.



**NOTE: It is recommended that you change the Password on a periodic if not daily basis.**

**Using the Subs URL limits the Substitute Teacher's access to Taking Attendance, submitting Lunch Counts, and viewing the Daily Bulletin. They do not have access to the Teacher's Grade Book, etc.**

Their screen would look similar to the one below:

3(A-B) Geometry  

2(A-B) Environmental Science  

4(A-B) Environmental Science  

[Daily Bulletin](#)

Click on the chair to take attendance or the silverware to submit lunch counts for each class.

When you are finished, click the 'Logout' button above.

Click to take attendance

Click to take lunch count

Click to see daily bulletin