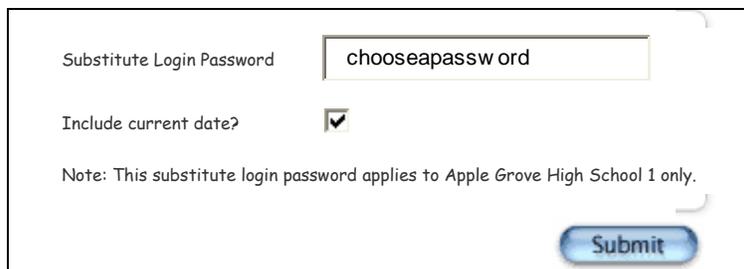


## SETTING THE SUBSTITUTE PASSWORD

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 Settings



The screenshot shows a web form with the following elements:

- A label "Substitute Login Password" followed by a text input field containing the text "chooseapassw ord".
- A label "Include current date?" followed by a checked checkbox.
- A note: "Note: This substitute login password applies to Apple Grove High School 1 only."
- A blue "Submit" button at the bottom right.

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 12chooseapassword 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: [ps.yourschool.misd.net/admin](http://ps.yourschool.misd.net/admin)

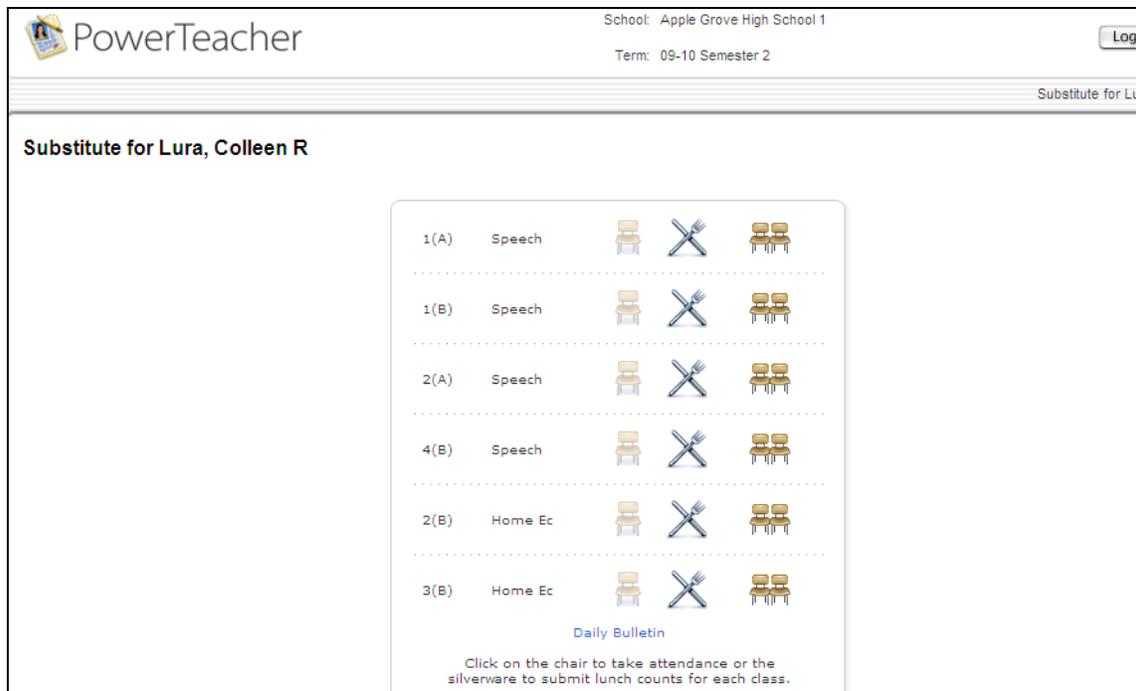
Subs would use this URL: [ps.yourschool.misd.net/subs](http://ps.yourschool.misd.net/subs) (it is plural)

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



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

NOTE: It is recommended that you change the Password periodically if not daily. 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:



Click to take attendance  
Click to take lunch count  
Click to see daily bulletin