Employee Quick Reference

Technical Support: 1-800-319-4278

www.willsub.com

Activating your willSub® Account

Visit www.willsub.com, and enter the 7-digit User ID and 4-digit PIN you were provided. Enter the requested information: name, subject, email, etc. Click 'Update', and your account is activated.

After your account is activated, changes or additional job information can be entered under the 'Information' menu and 'My Information'.

How to Call in an Absence Request

1. Dial **1-877-945-5782 (1-877-WILLSUB).**
2. Enter your User ID and #.
3. Enter your PIN and #
4. Select your request type:

   1-Absence Request
      a. Enter your 2-digit district leave code
   *Note: You may find your district's leave codes under the 'Information' menu in your willSub® account or in the school office.
   7-Cancellation
   9-Record Voice Signature

5. Select your request options:
   a. Full next day
      i. Press 1 to accept
      ii. Press 2 to accept without a sub
      iii. Press 3 to reschedule.
   b. Partial next day
      i. Press 1 for arriving late
      ii. Press 2 for departing early
      iii. Enter in 24-hour format (i.e. 1430=2:30pm)
      iv. Press 1 to accept, 2 to accept without a sub or 3 to reschedule.
   c. All other dates
      i. Enter start date (MMDDYY)
      ii. Enter number of days
      iii. Enter full or partial day
      iv. Press 1 to accept, 2 to accept without a sub or 3 to reschedule.

Recording your Voice Signature

Part of the set up process is to record a voice message for the calling system. This will allow the substitute to hear your voice and know exactly which class they will be teaching that day. An example of a voice signature would be: "Greta Montvoy, 3rd grade Art"—it's basically like a voice mail header. This will take approx. 45 seconds to record, and you will need your User ID and PIN.

*Note: Your account must be activated before you can record your voice signature.

1. Dial **1-877-945-5782 (WILLSUB).**
2. Enter your User ID and PIN, each followed by #.
3. Press #9 and record at the beep.
4. To accept the voice signature, press #.

How to Enter an Absence Request Online

Visit www.willsub.com, and enter your User ID and PIN.

Requests for days off can be entered in two ways:

1. Regular—you would like willSub® to look for a sub.

2. Prearranged—you and the sub have already agreed upon a date they will work.

To enter a Regular request:
1. Go to 'Requests', 'New' and choose 'Regular Request'.
2. Complete the required information.
3. Click the 'Finish' button.

To enter a Prearranged request:
1. Go to 'Requests', 'New' and 'Prearranged'.
2. Select the date, the sub you have already spoken with, and complete the required information.
3. Click the 'Finish' button.

Choosing Preferred and/or Excluded Subs

You may add and delete subs from your preferred list whenever you would like. These subs will have first priority to your requests; if these subs are already working, willSub® will start contacting subs from the general list.

By choosing My Excluded Subs, you will create a list of subs you do not wish to have in your classroom.

1. Go to the 'Information' menu.
2. Choose 'My Preferred Subs' or 'My Excluded Subs'.
3. Highlight the desired subs to add or exclude from the list and click the button below.

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