

## SubFinder Training

### 1. Voice Activation in the SubFinder system:

- a. Call the toll-free number, 1-877-707-8106.
- b. When asked for your “pin”, enter your Employee Number, also called your Portal Login (provided by HR upon approval).
- c. Follow the directions to record your full name.
- d. You will hear prompts that will direct you on how to access substitute jobs.

### 2. View the SubFinder training video at:

- a. <https://niles.subfinderonline.com/>
- b. Enter your User Name:
  - i. your Last Name.
- c. Enter your password:
  - i. This is your Employee Number, also called your Portal Login (provided by HR upon approval).
- d. Select the “Submit” button.
- e. Select “Tutorial”, located on the left hand side of the screen.
  - i. Watch the tutorial video, stopping as necessary to become familiar with the procedures for obtaining substitute jobs via the internet.
- f. Return to the SubFinder home screen.
- g. On the left hand side of the screen, select “Personal Info.”
  - i. Review your personal data.
    1. Correct necessary information or contact Jean Moy at [jeamoy@d219.org](mailto:jeamoy@d219.org).

### 3. Substitute Services

- a. Handouts are available to substitutes in the D219 Portal.
- b. Access the portal by navigating to the D219 website at [www.niles219.org](http://www.niles219.org).
  - i. Click on “Web Links” located near the top right side of the screen.
    1. Select “My D219 Portal.”
    2. Enter your Employee ID number, also called your Portal Login, then enter your password and select “Submit.”
    3. Find the area titled “Intranet Resources” located in the lower right of the screen.
    4. Select “Substitute Services.”
      - a. You must review the information the “Substitute Handbook” prior to your first day of subbing.
      - b. Feel free to review all materials listed in this area, some of which will help you navigate the SubFinder system both via the internet and the phone.

### 4. SubFinder

- a. Extra help is available in the Professional Development Centers at North and West.
  - i. Niles North: Judy Duesenberg, Room 1145
  - ii. Niles West: Cindy Kukla, Room 2153