

SubFinder Employee Registration Information

SubFinder Phone #: 854-4001

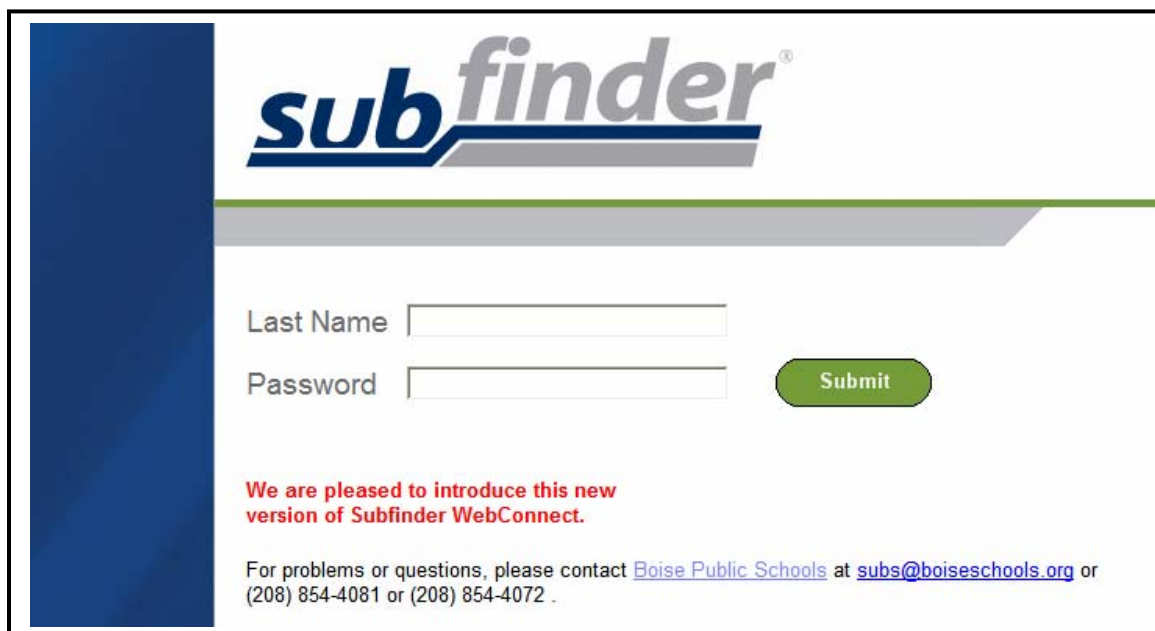
SubFinder Website: <http://matrix.boiseschools.org/webconnect>

New Employee Registration (2 Parts)

Part 1: Call SubFinder at 854-4001 and enter your SubFinder 6 digit employee ID # (found on the green SubFinder Quick Reference Card) and press the pound key (#). The system will prompt you to voice your name, then press the pound key (#). After you voice your name, you may listen to the other options or press 9 to exit the system.

Part 2:

1. Log on to the internet using **Internet Explorer** and type the following SubFinder Website in the address box. <http://matrix.boiseschools.org/webconnect>.
2. Log on to the site by entering your last name and your 6 digit SubFinder Employee #.
3. Select the Personal Information tab (see example below) and review your Site Location & Position. If this information is not accurate, click in the field and change it, the site location must be changed by the substitute office, you can only change your position. Click the save button. **Address information is not maintained in SubFinder.**
4. Review the additional options on the website:
 - a. If you have an 'itinerant schedule' you **must** enter this via the phone. If the phone does not give you the itinerant option, email the substitute office your schedule so we can add it in webconnect (your schedule must be added in webconnect before you can enter voice it on the phone).
 - b. Check your leave balances periodically to insure accuracy.
 - c. Log Out: Always log out of the system when you are finished.



subfinder[®]

Last Name

Password

We are pleased to introduce this new version of Subfinder WebConnect.

For problems or questions, please contact [Boise Public Schools](mailto:subs@boiseschools.org) at subs@boiseschools.org or (208) 854-4081 or (208) 854-4072 .

SubFinder Employee Registration Information (continued)

Check your Home Site and Job Positions under the Personal Info tab button. There is a primary & secondary position. You can change your position, but to make changes to your home site you must email the substitute office. Please notify the substitute office of your itinerant schedule. Once we have your itinerant schedule entered into webconnect, it is your responsibility to ‘voice’ it in SubFinder.

Good Morning
Test Testing

subfi

Personal Info

First Name	MI	Last Name	Employee ID	PIN	Number
Test		Testing	7982	123456	123456

Report Absence
Review Absence
Personal Info
Tutorial
Log Out

General Info | Address | Certification | Leave Control

Home Site: Amity Elementary

Calendar Track: Standard

Work Hours: Start 8:15 AM, End 3:45 PM

Job Positions

Primary: 1 ELEM BAND

Secondary: 1 ELEM ORCHESTRA

Hire Date: 7/1/2008

Date Added: 7/1/2008

Make Up Teacher
 Certified
 Classified
 Restricted
 Inactive

Save

The Leave Balances are located under the ‘Personal Info’ tab button.

Good Morning
Test Testing

subfi

Personal Info

First Name	MI	Last Name	Employee ID	PIN	Number
Test		Testing	7982	123456	123456

Report Absence
Review Absence
Personal Info
Tutorial
Log Out

General Info | Address | Certification | **Leave Control**

Leave Control Reason	Time used	Time Available
A 100 SICK LEAVE	0	0
A 105 PERSONAL LEAVE	0	0

Save