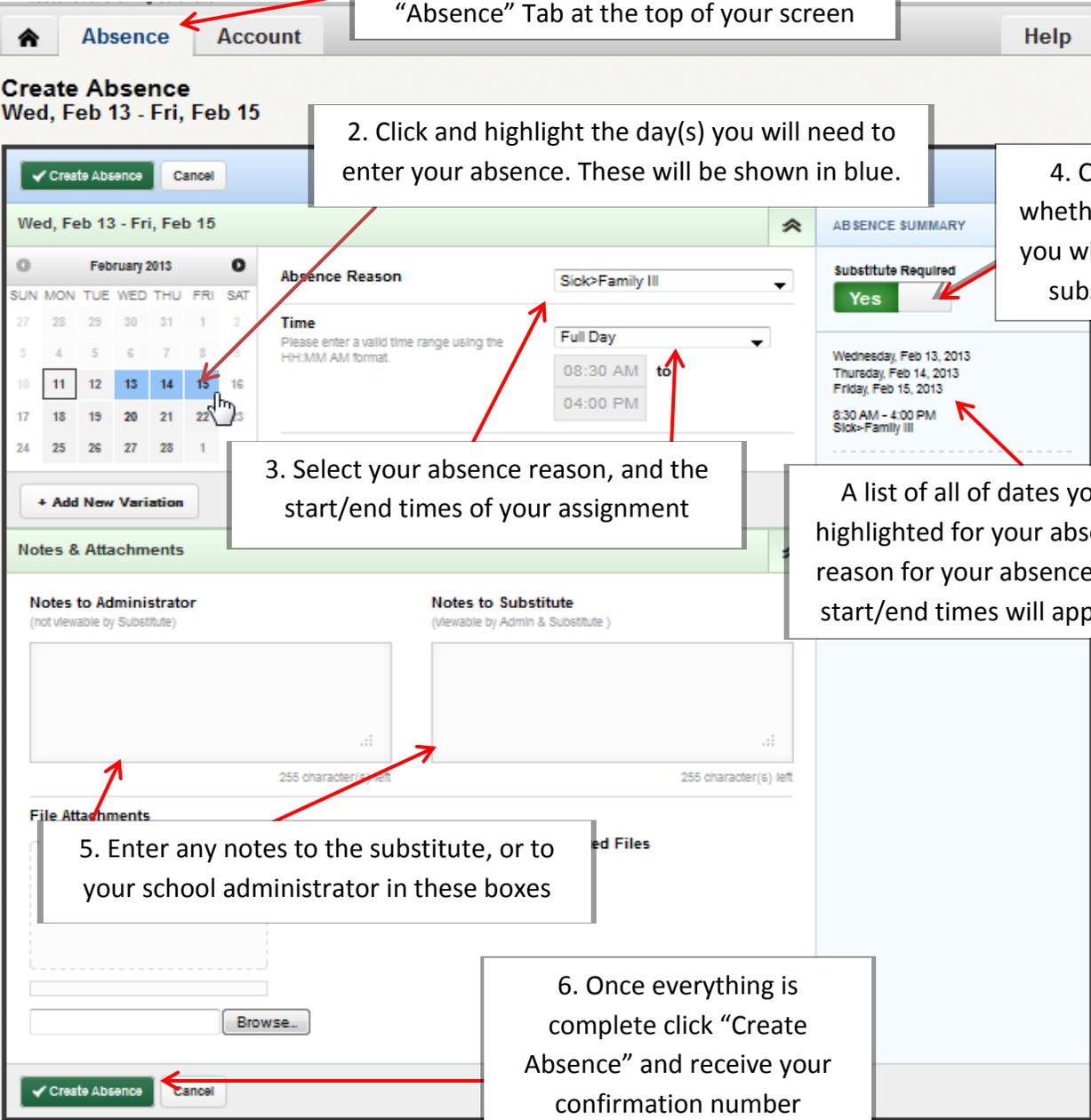


Employee - Creating an Absence

To log into your SAMS account please visit www.Source4Teachers.com/SAMS and sign in using the Login ID and PIN # provided to you. Follow the steps below to enter your absence.



1. From your home screen click on the "Absence" Tab at the top of your screen

2. Click and highlight the day(s) you will need to enter your absence. These will be shown in blue.

3. Select your absence reason, and the start/end times of your assignment

4. Choose whether or not you will need a substitute

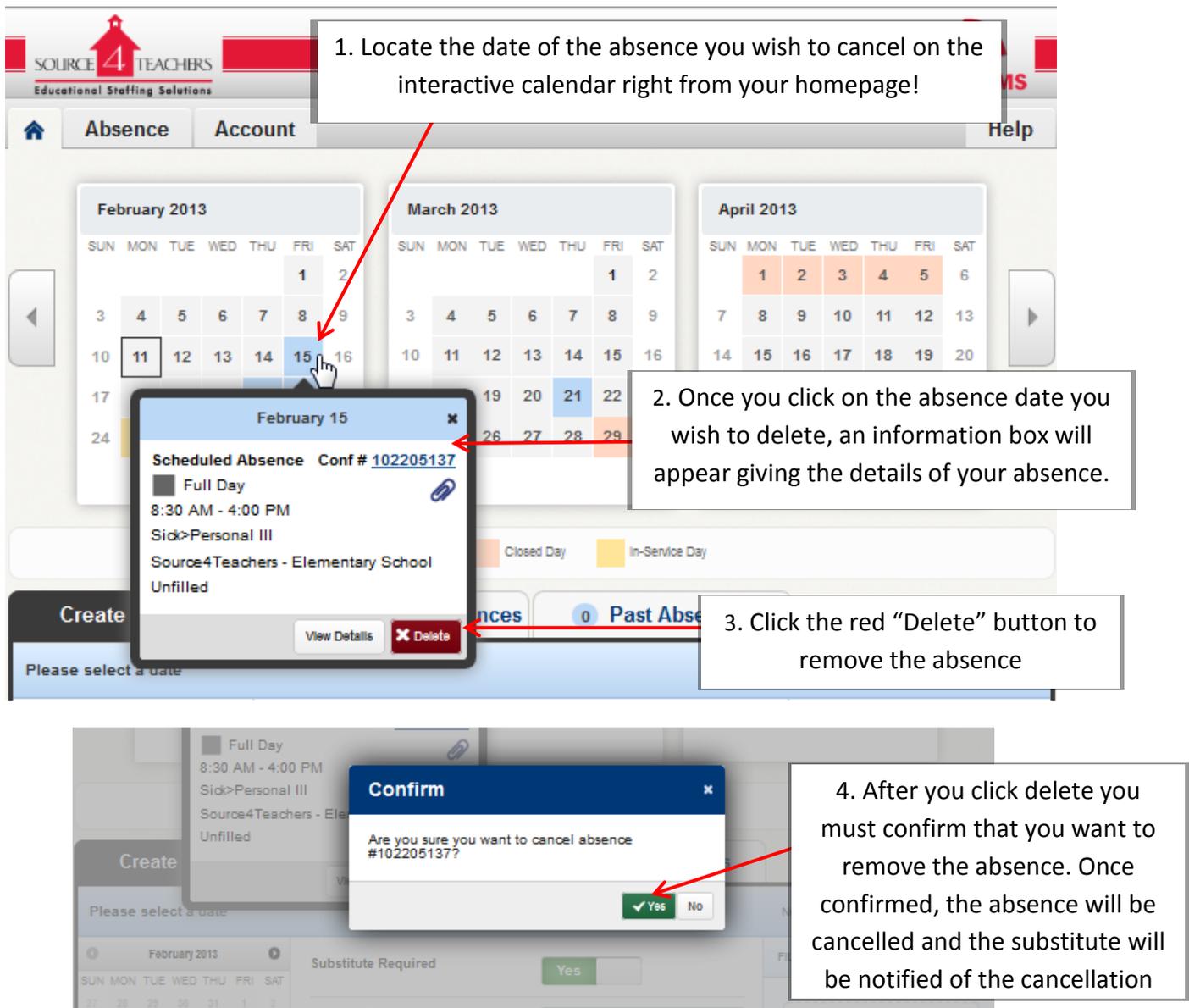
5. Enter any notes to the substitute, or to your school administrator in these boxes

6. Once everything is complete click "Create Absence" and receive your confirmation number

A list of all of dates you have highlighted for your absence, the reason for your absence, and the start/end times will appear here

Employee - Cancelling an Absence

To access your SAMS account please visit www.Source4Teachers.com/SAMS and log in using the Login ID and PIN # provided to you. Once you have accessed your account you are able to delete absences that are scheduled for future dates by following the steps below.



1. Locate the date of the absence you wish to cancel on the interactive calendar right from your homepage!

2. Once you click on the absence date you wish to delete, an information box will appear giving the details of your absence.

3. Click the red "Delete" button to remove the absence

4. After you click delete you must confirm that you want to remove the absence. Once confirmed, the absence will be cancelled and the substitute will be notified of the cancellation

Employee - Preferred Substitute List

Through SAMS you have the ability to create a list of substitutes that SAMS will contact first when you create an absence. If they are set and ranked as “Favorite Five” they can receive an email and/or phone call for notification of the absence prior to the rest of the substitute population. Please review the following qualifying points:

- Substitute must be available for the entire length of your absence
- Substitute cannot have a Non-Work Day
- Substitute must meet all state certification guidelines

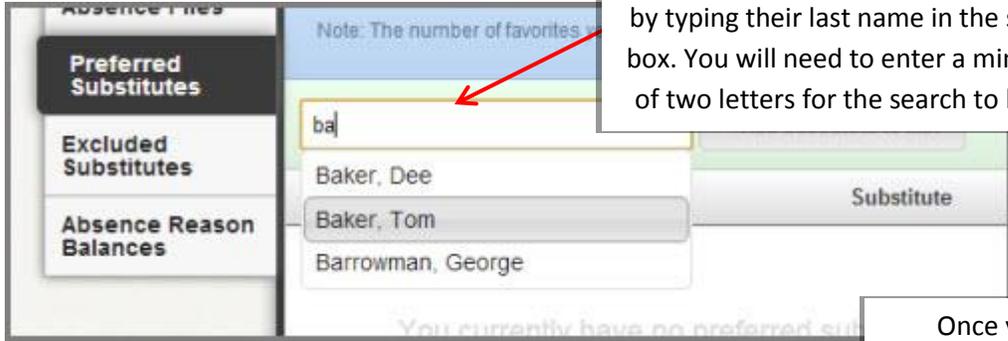
The amount of time each absence is held for your preferred substitutes will depend on the amount of time allotted between when you enter the absence, and when the absence begins. The earlier you enter your position, the longer it will be available only to your preferred list.

Please also keep in mind that substitutes may be on several preference lists, so the earlier you enter your absence the more likely you will have your preferred substitute in your classroom. Additionally, in order to ensure SAMS reaches out to your preferred substitutes, please rank the substitutes on your list. By ranking your substitutes, this will tell SAMS to proactively reach out to your preferred list. If you do not rank your substitutes they will not receive advanced notification of the position. Furthermore, all ranked substitutes will receive notification of the position ***simultaneously*** as the position is entered regardless of rank. If there is one specific substitute you have in mind for your classroom, please make sure he/she is the ***only*** substitute on your preferred list, ***and rank them.***

From your homepage click on the “Account” tab and then the “Preferred Substitutes” tab to access your list.

The screenshot shows the SAMS web interface. At the top, there is a navigation bar with tabs for 'Absence', 'Account', and 'Help'. The 'Account' tab is selected. Below the navigation bar, there is a sidebar menu with options: 'Personal Info', 'Change Pin', 'Absence Files', 'Preferred Substitutes', and 'Excluded Substitutes'. The 'Preferred Substitutes' option is selected. The main content area displays the 'Preferred Substitutes List' page. It includes a header with the title 'Preferred Substitutes List' and a sub-header 'Substitutes included on this list will be given preferential treatment by Aesop when attempting to fill your absences. You can order up to five subs as your top favorites. If they are qualified and available, Aesop will notify them immediately when you register an absence.' Below this is a note: 'Note: The number of favorites you can select and how they are notified may vary based on your school district's preferences.' There is a search bar and an 'Add Substitute to List' button. Below that is a table with columns 'Order', 'Substitute', and 'Actions'. The table contains one row with '1' in the 'Order' column, 'Sample, Jack F' in the 'Substitute' column, and a heart icon and a trash icon in the 'Actions' column. At the bottom of the page, there are buttons for 'Revert Changes' and 'Save Changes'.

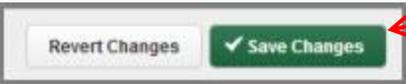
Employee - Preferred Substitute List- Continued



To add a substitute to your list, begin by typing their last name in the search box. You will need to enter a minimum of two letters for the search to begin.

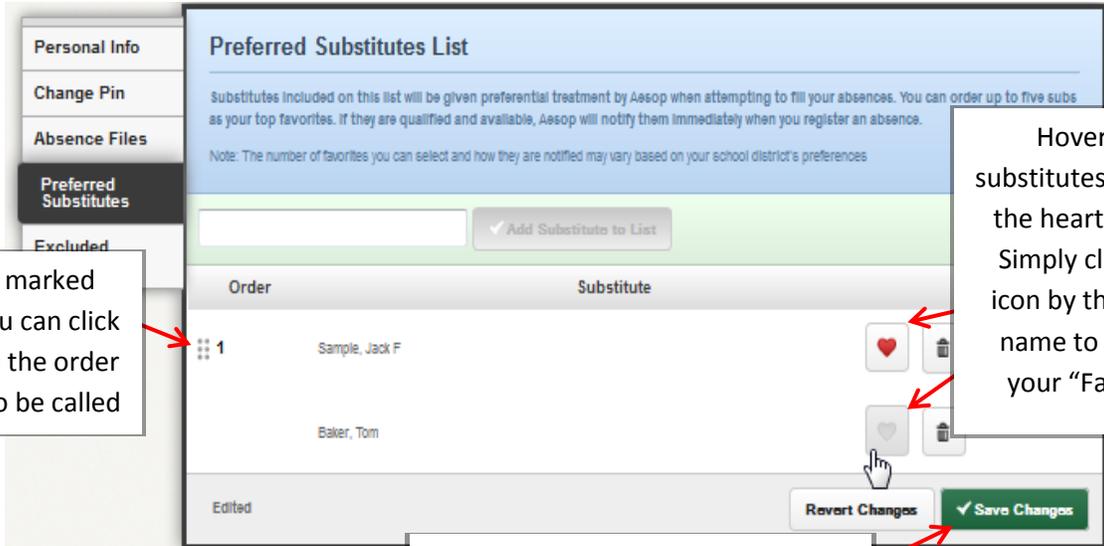


Once you have selected the substitute's name click the "Add Substitute to List" button to add that substitute to your preferred list



Don't forget to click the "Save Changes" button when you want apply the updates you have made

Ranking your Preferred List "Favorite Five"



Once you have marked your favorites you can click and drag them in the order you want them to be called

Hover over the substitutes name to have the heart icon appear. Simply click the heart icon by the substitutes name to add them to your "Favorite Five"

Don't forget to save your changes!