



# Substitute Registration

1. Using a touch-tone phone, call SubFinder at \_\_\_\_\_.
2. SubFinder will identify itself and ask you to enter your PIN (Personal Identification Number) followed by the # key. Enter your PIN using the touch pad of your telephone.
3. Once you have entered your PIN and pressed the # key, SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your first and last name clearly, as you want it to be heard by other people using the system. When you are done speaking, press the # key. After pressing the # key, SubFinder will play your recorded name back to you for verification. If it is correct, press 1. If you want to re-record your name, press 2 and repeat this step again.
4. Once you have recorded your name and accepted it, SubFinder will play your Main Menu. Please choose the option To Review Personal Information. Pay particular attention to options 1 – To Review Your Phone Number and 3 – To Review the Days of the Week You are Available to Work. If any of your personal information is incorrect, you may change it by following SubFinder's instructions. For further information, please refer to your Substitute Reference Card.
5. Congratulations, you are now registered!

Remember, you can't be called by SubFinder or job shop online until you register!