



Early Childhood Employment Registry
<https://ecer.eschoolsolutions.com>

Quick Tips for Administrators

How To.....

Overview of the Navigation Tabs	Pgs.2-5
Create an Absence/Vacancy	Pg. 6
View the Jobs that have been created for your location	Pg. 9
Set your Priority Lists (Preferred, Do Not Use)	Pg. 10
How to View Your Priority Lists (bullet #7)	Pg. 11
Viewing Your Staff and Supply Staff Profiles	Pg. 12
Reports – Setting Up Email Notifications for Daily Absence Status	Pg. 13
Canceling an Assignment/Placement	Pg. 15
Employee Registration Instructions	Pg. 16

Reminder:

There is a helpful User Guide with full details on every aspect of the system available on the website.

To access the User Guide go to the top right corner of the website and click on the Help button.

<https://ecer.eschoolsolutions.com>

Home

Here is a screen example of the home page for Administrators. The home page provides detail on the number of absences posted, and the total jobs filled for you location(s). There are tabs along the top to help with navigation through the site.

Profile Help Sign Out

Select Role: Administrator Employee

Home Administrator Reports

home

Welcome Moira Vance Today is April 25, 2013 9:45 AM

SmartFindExpress Mobile
SFE Easy and Convenient access from the palm of your hand

Please click on the following links to view orientation videos on how to register and use SmartFindExpress:
[Employee Orientation Video](#)
[Substitute Orientation Video](#)
QuickTime is needed to view videos. Download [here](#).

Employee Announcements
Welcome to the Early Childhood Employment Registry. We hope that this new system will help you find qualified supply staff to replace you when needed. If you have questions or need support, you can talk to your supervisor or contact Trish Bucholtz at the City of Peterborough. 705 748 8830 ext.3496

Change View: **Jobs: Day of Week, Reason**

Today's Jobs: 04/25/2013

Total Jobs	1
No Sub Required	0
Filled	1
Not Filled	0
Fill Rate	100.0 %

Refresh Chart

Administration Tab

Announcements

In this tab, you can change the greeting that appears on your employee's home page and the messages that appear on the location home page.

Profile Help Sign Out

Select Role: Administrator Employee

Home Administrator Reports

Announcements

Search Criteria

Type: Location

Location: Trent Child Care - Campus

Language: English

Records Per Page: 50

Search New

Announcement List

One item found.

Delete	Type	Location	Language	Announcement
☐	Location	Trent Child Care - Campus	English	Calling all supply staff on the regi...

One item found.

Delete

To modify the message or welcome, click on the name you wish to modify (anything underlined will take you to the modify screen).

In the announcement field, you can write your message. If modifying the general message, please do not delete the HTML code that links members to the orientation videos.

You can tap enter to go down a line or you can enter
 for a line break.

 means two lines.

Note: you can create a new message; however it must fit the “type”. For operators, the messages you will be creating or modifying will be the two “All Users” and “substitute” messages. The administrators for centres would be creating messages for their centre locations and staff.

Creating Absences/ Creating Vacancies

Employees and their Administrators have the capability create absences. For details on creating an absence, go to the Administration User Guide in the ecer.eschoolsolutions.com help tab, or see the notes below for a quick reference.

Absence: when an employee is going to be away from their current position for a period of time and a substitute may or may not be needed to replace the employee.

Vacancy: is when no employee exists, but a substitute is required (extra support on a day when the team need to meet with a parent, or an employee leaves and you have not filled the position yet).

Daily Job Counts

This basic information provides you with the total jobs created for the coming months. It will not tell you where the jobs are or the details surrounding the job. The detail is in calendar format with the number of jobs posted for that day on the calendar.

Job Inquiry

This feature will tell you about the absences posted by all locations. You can search for absences, vacancies, cancelled, open and active (filled) jobs.

Priority Lists

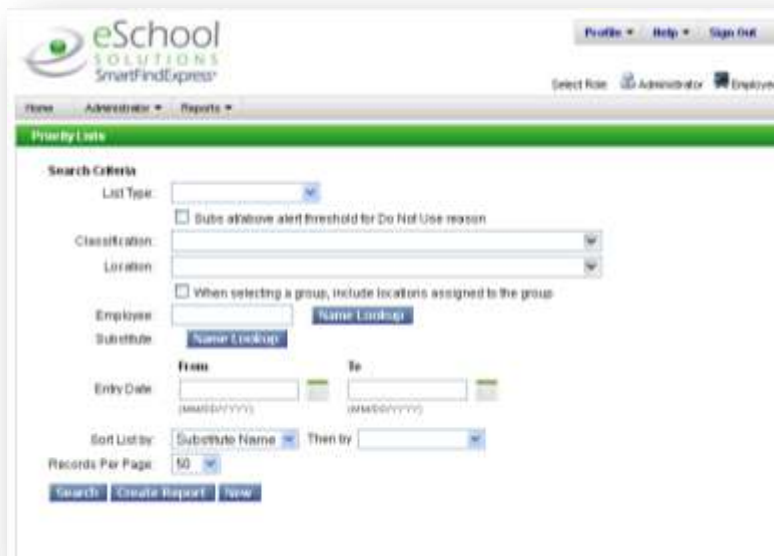
This feature allows the administrator the ability to set preferred substitutes on a priority call list, or identify substitutes that are not to be called by the SFE system.

Preferred List

This is where you can set as many preferred lists as you like. You can have a preferred list for each of your employees (Substitutes that you want to come in when a specific employee is away), or you can have preferred lists for the age groupings (classifications) at your centre.

Do Not Use List

This is where you can place substitutes that have added your location to their choices; however you do wish to utilize them or you have not interviewed them yet.



The screenshot displays the 'Priority Lists' section of the eSchool SOLUTIONS SmartFindExpress web application. The interface includes a top navigation bar with 'Profile', 'Help', and 'Sign Out' links. Below this is a 'Select Role' dropdown menu with 'Administrator' and 'Employee' options. The main content area is titled 'Priority Lists' and contains a 'Search Criteria' form. The form includes fields for 'List Type' (a dropdown menu), 'Classification' (a dropdown menu), 'Location' (a dropdown menu), 'Employee' (a text input field with a 'Name Lookup' button), 'Substitute' (a text input field with a 'Name Lookup' button), 'Entry Date' (a date range selector with 'From' and 'To' fields), and 'Sort List by' (a dropdown menu). There are also checkboxes for 'Subs above alert threshold for Do Not Use reason' and 'When selecting a group, include locations assigned to the group'. At the bottom of the form, there are 'Search', 'Create Report', and 'New' buttons. The 'Records Per Page' is set to 50.

Profile Inquiry

This is where an administrator can make adjustments to an employee's profile (availability).

The screenshot shows the 'Employee Profile Inquiry' page in the eSchool SOLUTIONS SmartFindExpress system. The page has a green header with the logo and navigation links (Profile, Help, Sign Out). Below the header, there's a 'Select Role' dropdown set to 'Administrator'. The main content area is titled 'Employee Profile Inquiry' and contains a 'Search Criteria' section. This section includes radio buttons for Status (All, Active, Inactive), Registered (All, Yes, No), and Itinerant (All, Yes, No). There are also dropdown menus for Calendar, Classification, Location, and Sort List by (Name, Access ID). A 'Records Per Page' dropdown is set to 50. At the bottom, there are buttons for Search, Create Report, Export, and More Search Options.

Profile New

This is where the system operators will add a new employee to your centre or a new substitute to the system.

Administrators do not have access to adding new profiles to the system.

You can enter information on this page, but can not save it.

The screenshot shows the 'Profile New' page in the eSchool SOLUTIONS SmartFindExpress system. The page has a green header with the logo and navigation links (Profile, Help, Sign Out). Below the header, there's a 'Select Role' dropdown set to 'Administrator'. The main content area is titled 'Profile' and contains a form for adding a new employee. The form includes fields for Access ID, Last Name, First Name, External ID, Telephone Number, Email, Address Line 1, Address Line 2, City, State/Prov, Zip/Postal, Gender, Ethnicity, Language, and Type. There are also checkboxes for 'Is Employee' and 'Is Substitute', and a 'Calendar' dropdown. The 'Language' dropdown is set to 'English'.

Absence Approval

When an employee requests an absence that requires your approval (PD, vacation, flex time), you can go to this page to find out how many approvals you need to review and approve or decline.

If you create the absences for your centre(s), you will not have any to approve as you are the approver and set the absence on their behalf.

The screenshot shows the 'Absence Approval' page in the eSchool SOLUTIONS SmartFindExpress system. The page has a green header with the logo and navigation links (Profile, Help, Sign Out). Below the header, there's a 'Select Role' dropdown set to 'Administrator'. The main content area is titled 'Absence Approval' and contains a form for reviewing and approving absences. The form includes fields for 'Search From' and 'To' dates, a 'Location' dropdown, and checkboxes for Status (Pending, Approved, Denied, Canceled). A 'Records Per Page' dropdown is set to 50. At the bottom, there are buttons for Search and Create Report. The status 'No results found' is displayed.

Reports Tab

Main Reports

Today's Jobs

All jobs posted for the one day you select.

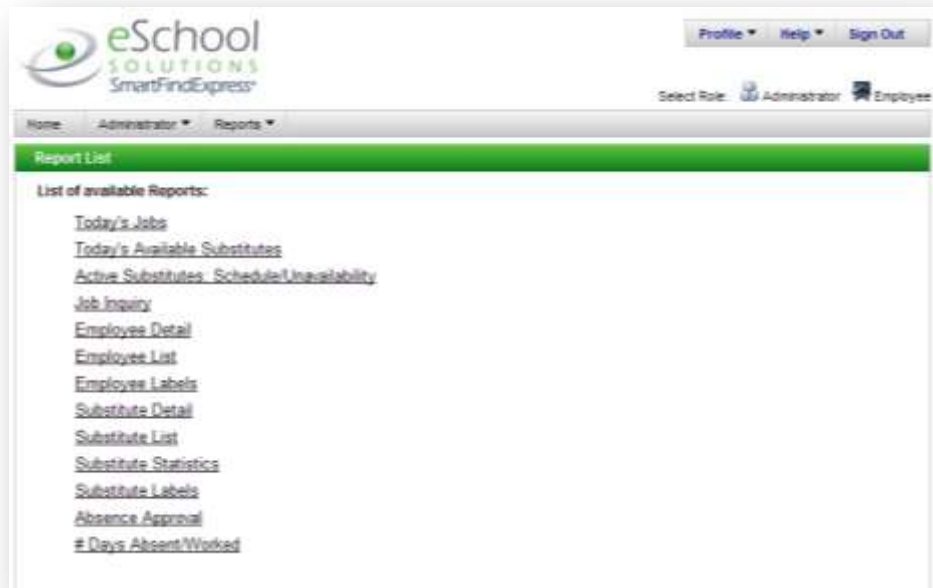
Set up an email notification to tell you about the fill rate for the day's jobs. This how you will know if an absence has been filled for a job posted today.

Today's Available Subs.

Search through your list of substitutes to see who is available on a specific day, prior to pre-arranging for an absence.

Active Substitutes

Check out your substitute's schedules and unavailable days.



Creating an Absence or Vacancy

1. If you know the employee's User ID enter it here. If you are entering an employee and you do not know the ID number, you can do a "Name Lookup".

2. Click on the employee name that you wish to. In this case it is Fanny Price.

Now you will set all the particulars for this absence.

- a. Confirm that the employee is correct.
- b. Confirm the location and classification is correct.
- c. Choose the reason for the absence
- d. Is a substitute required? Choose yes or no.

- e. Choose the date that you want a substitute to begin and end. There are calendars present if you wish to click on the date instead of entering the data.

- f. If your employee is leaving for a portion of the day and you want to track the total hours absent, you can enter in the time your employee has left for the day until they come back that day, or you can leave it if the employee is gone for the whole day. This part does not affect the substitute's posting. (for example, if your employee has left for an appointment and taking the afternoon off and you want to track the hours).
- g. Set the beginning and end time for the substitute posting. This setting is important. It tells the system what time you want the sub. to show up.

Start: 04/26/2013 End: 04/26/2013

REPORTING MULTIPLE DAYS?
If the days are non-consecutive, remember to "unlock" the day(s) from the weekly schedule.
If every day of the absence does not start and end at the same time, remember to change the times on the weekly schedule.

	Absence		Substitute	
	Start Time (hh:mm am)	End Time (hh:mm am)	Start Time (hh:mm am)	End Time (hh:mm am)
Monday	07:00 AM	06:00 PM	07:00 AM	06:00 PM
Tuesday	07:00 AM	06:00 PM	07:00 AM	06:00 PM
Wednesday	07:00 AM	06:00 PM	07:00 AM	06:00 PM
Thursday	07:00 AM	06:00 PM	07:00 AM	06:00 PM
Friday	07:00 AM	06:00 PM	07:00 AM	06:00 PM

Substitute: Specify a Substitute? ID: Austin, Jane [Name Lookup](#)

PRE-ARRANGED?
If the specified substitute has accepted this assignment and does not need to be contacted, press YES.
Has the substitute accepted this job? ☐ Yes ☒ No

Substitute Instructions: (Maximum Characters=1000)

File Attachments: [Browse](#) (Maximum file size=512K)

Choosing your Substitute (optional)

- h. If you have a substitute that you would like to be called first, you can specify them here.
- i. Have you pre-arranged this substitute and they do not need to be contacted by the system? Choose YES, if you do not have a substitute in mind, choose NO.
- j. Any special Instructions for this posting? (is there a field trip to be ready for, would you like them to call you to confirm their acceptance of the job? Do you expect this person to have something prepared for the day?) Enter instructions in the space provided. You can also attach files if you need to.

Monday: 07:00 AM 06:00 PM 07:00 AM 06:00 PM

Wednesday: 07:00 AM 06:00 PM 07:00 AM 06:00 PM

Thursday: 07:00 AM 06:00 PM 07:00 AM 06:00 PM

Friday: 07:00 AM 06:00 PM 07:00 AM 06:00 PM

Substitute: Specify a Substitute? ID: Austin, Jane [Name Lookup](#)

PRE-ARRANGED?
If the specified substitute has accepted this assignment and does not need to be contacted, press YES.
Has the substitute accepted this job? ☐ Yes ☒ No

Substitute Instructions: (Maximum Characters=1000)

File Attachments: [Browse](#) (Maximum file size=512K)

Administrator: Comments:

[Continue](#) [Reset](#)

- k. Click on Continue to move to the detail summary.

PRE-ARRANGED?

If the specified substitute has accepted this assignment and does not need to be contacted, press YES.

Has the substitute accepted this job? ☐ Yes ☒ No

Substitute Instructions: (Maximum Characters=1000)

File Attachments: (Maximum file size=512K)

Administrator

Comments:

- l. Look over your posting to be sure all is correct.

eSchool SOLUTIONS SmartFindExpress

Profile Help Sign Out

Select Role: Administrator Employee

Home Administrator Reports

Create Job

Create Absence Confirmation

This absence will not be created until the Create Absence button is pressed.

Job Status: Open/Open
Employee: Price, Fanny
Location: Pembrey Child Care Centre - test site, Not real
Classification: RECE-Infant
Reason: Absent - Person 1
None
Voice Instructions: None
Text Instructions: Please call the centre to confirm you have accepted this position.
File Attachments: None
Dates: 05/08/2013 - 05/09/2013
Weekly Schedule: Employee Substitute
Thursday: 07:00 AM - 06:00 PM 07:00 AM - 06:00 PM
Specified Substitute: Austin, Jane
Assigned Substitute:

- m. Click on Create Absence to finalize the process and retrieve your Job # as a confirmation of the posting.

eSchool SOLUTIONS SmartFindExpress

Profile Help Sign Out

Select Role: Administrator Employee

Home Administrator Reports

Create Job

Job Creation - Successful.

Create Absence Verification

Job Number: 532

Job Status: Open/Open
Employee: Price, Fanny
Location: Pembrey Child Care Centre - test site, Not real
Classification: RECE-Infant
Reason: Absent - Person 1
None
Voice Instructions: None
Text Instructions: Please call the centre to confirm you have accepted this position.
File Attachments: None
Dates: 05/08/2013 - 05/09/2013
Weekly Schedule: Employee Substitute
Thursday: 07:00 AM - 06:00 PM 07:00 AM - 06:00 PM
Specified Substitute: Austin, Jane
Assigned Substitute:

View the Jobs that Have Been Created for Your Location(s)

1. Choose Job Inquiry/Reports in the Administrator tab
2. If you want to check on a specific job number, you can enter the job number at the top of the form.
3. If you don't know the job number or want to see absences posted over a span of time, enter in the job status you are looking for (active, open, canceled) it is recommended to choose "All exclude canceled".

The screenshot displays the eSchool SOLUTIONS SmartFindExpress web application. The top navigation bar includes links for 'Profile', 'Help', and 'Sign Out'. Below this, a 'Select Role' dropdown menu is set to 'Administrator'. The main content area is titled 'Job Inquiry' and features a 'Search Criteria' section. This section contains several input fields and buttons: 'Enter Job #' with a text box, 'Job Type' with radio buttons for 'All', 'Absences', and 'Vacancies', 'Job Status' with a dropdown menu showing 'All, exclude canceled', 'Sub Status' with a dropdown menu showing 'All', 'Search from' and 'Search to' date pickers both showing '04/25/2013' and '05/24/2013' respectively, 'Sort Order' with a dropdown menu showing 'Job #', and 'Records Per Page' with a dropdown menu showing '50'. At the bottom of the search criteria section are four buttons: 'Search', 'Create Report', 'Export', and 'More Search Options'. Red arrows point to the 'Enter Job #' field, the 'Job Status' dropdown, and the 'Search' button.

4. Select your search dates with a beginning date and an end date.
5. Choose how you want the order of jobs to be presented (optional).
6. Click on Search. The successfully created jobs will be visible at the bottom of the page.

Job Type: ☒ All ☐ Absences ☐ Vacancies

Job Status:

Sub Status:

Search from: Search to:

Sort Order: Then by:

Records Per Page:

[Search](#) [Create Report](#) [Export](#) [More Search Options](#)

7. You can also create a report that will appear as a PDF.

Job Inquiry

Search Criteria

Enter Job #

OR

Job Type:

☒ All
 ☐ Absences
 ☐ Vacancies

Job Status:

All, exclude canceled

Sub Status:

All

Search from:

04/25/2013

Search to:

05/24/2013

Sort Order:

Job #

Then by:

Records Per Page:

50

Search

Create Report

Export

More Search Options

Job List

Get All to Verify

Open Verified

Job #	Employee Name	Substitute Name	Location	Reported Date	Test	
Status	Job Start	Sub Start	Classification	Class Pay Rate	Voice	
Verify	Job End	Sub End	Reason	Sub Pay Rate	Comments	
	Job Duration	Sub Time Worked			File	
<u>401</u>	Price, Fanny	Austin, Jane	Pambrly Child Care Centre - test site	Not real	04/09/2013 10:50 AM	Yes
Active	04/29/2013 07:00 AM	04/29/2013 08:00 AM	RECS-Infant			No
IVR Assigned	04/29/2013 08:00 PM	04/29/2013 08:00 PM	Leu/Plex Time			No
	11:00					No
<u>417</u>	Price, Fanny	Austin, Jane	Pambrly Child Care Centre - test site	Not real	04/11/2013 11:59 AM	Yes
Active	05/02/2013 07:00 AM	05/02/2013 07:00 AM	RECS-Infant			No
Web Sub Search	05/03/2013 08:00 PM	05/03/2013 08:00 PM	Professional Development			No
	11:00					No
<u>420</u>	Price, Fanny	Open/Specified	Pambrly Child Care Centre - test site	Not real	04/25/2013 12:04 PM	Yes
Open	05/06/2013 07:00 AM	05/09/2013 07:00 AM	RECS-Infant			No
Open	05/09/2013 08:00 PM	05/09/2013 08:00 PM	Rhine - Person			No
	11:00					No

Status Legend

Open = Job has yet to be filled

Active= job has been filled

IVR = Sub accepted job over the phone

Pre-Arranged = Sub was pre-arranged by the administrator or employee

Web Search = Sub accepted the job through the website.

Priority Lists – Preferred Substitutes and Do Not Call Substitutes

1. Choose Priority Lists in the Administrator tab

At this point you are ready to search for people already on your lists.

To add someone to one of your “Preferred List”:

2. Choose “New” at the bottom of the page

3. Do a Name Look up for the substitute you want to add to your preferred list.

4. Choose the type of list (preferred)

5. **Choosing Classification:** This is if you want a substitute called first because of their certification (RECE, Non-ECE, Dietary)
Choosing Location: this is if you want a substitute called first for your overall location (doesn't matter which room, just an overall preferred).
Choosing Employee: This is where you are selecting a preferred substitute to come in when a certain employee is going to be away.
For Location/Employee, you can only choose one of these.

6. Don't worry about the order number and level unless you have a number of substitutes on a specific list (ie, location) and want to place an order in which the substitutes would be called.
7. Click on save to finish the task.

To add someone to your “Do Not Use List”

1. In the Administrator tab, click on Priority Lists
2. Click on “New”.
3. Do a name look up for the substitute you want to add to the list.
4. Choose a reason for placing them on the list.

5. **Choosing Classification:** This is if you want a substitute excluded from your call out list because of their certification (RECE, Non-ECE, Dietary)

Choosing Location: this is if you want a substitute excluded from your call out list for your overall location (doesn't matter which room, just an overall preferred).

Choosing Employee: This is when you are blocking a substitute to come in, when a certain employee is going to be away. You may like that substitute for most of your location, but not when they work with a certain person. For example, if your staff Amy is going to be away and substitute Megan does not work well with the present staff Ellen, you would put Megan on Amy's do not use list. She will not be called when Amy is going to be away.

For Location/Employee, you can only choose on of these.

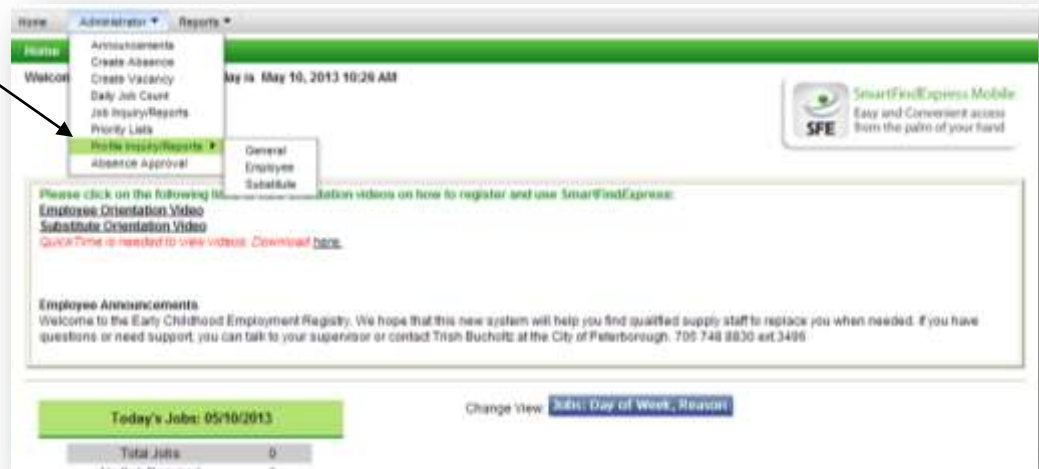
6. Don't worry about choosing an order or level.
7. Save to finish the task. At the bottom of the search page, you will see your Do Not Use List and the reason's.

Details	Add	Edit	Delete	Substitute	Entry Date	List	Reason (Do Not Use)	Classification	Location	Name	Sub List	Level	Email
☐	☐	☐	☐	Holt, Margaret	10/1/2010	Active Do Not Use	Family member works in the room inappropriate with children		Location	Holt, Margaret	1	1	john

To delete someone from a list, just check the delete box in that substitute's row and click on the blue Delete button. The substitute is not deleted from the system, but from that list.

Profile Inquiry/Reports

Profile Inquiry is where you can take a look at your employee's profiles and see the substitutes that have picked your location as a place they would like to work.



To see a full list of your employees or substitutes, ignore all the search criteria and go straight to search.

To filter your search, there are many choices to select.

Criteria Legend

Active=actively using the system

Inactive= not presently working

Registered = with the system

Avail New Jobs= is taking on new and future jobs

Avail Long Term = will take on long term contracts

Certified = Member of the College of ECE's

Avail General Calling = will take calls for centre's the sub. is linked to.

Expired = RECE Status with College has expired

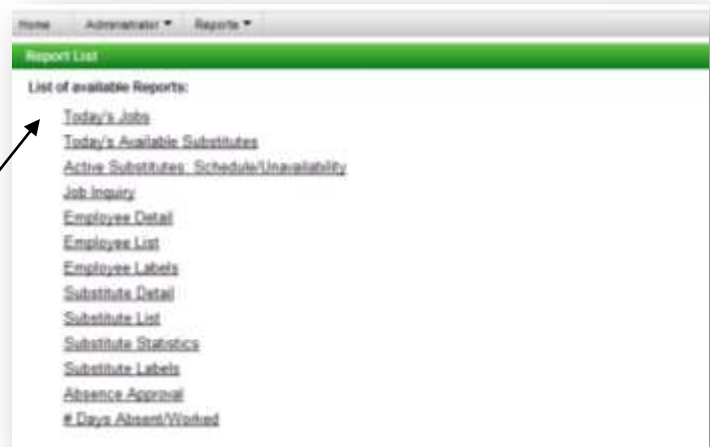
Reports

Today's Job Report

This can be a quick pop up report, but also be a report that will let you know if job postings have been filled for the day and who has filled them.

To Set Up Daily Notification Emails

1. Choose Today's Jobs in the Report List



2. Choose the Job Status categories that you would like details on. (Recommended: All, exclude canceled).
3. Choose the location
4. Don't worry about classification or reason
5. You can sort by job #, the status of the posting, the employee...(recommended, Job #)
6. Choose your output format, or how you would like the report to be emailed. (Recommended, PDF).

7. Choose the information you want displayed in your report.
8. Name the report something different from "Today's Job's".
9. Name the report again. Same as the report Title.

10. Choose "Save & Schedule"

11. Choose the "Calendar Reoccurrence" button.
12. How often would you like the report emailed to you? Half hour, or hourly.
13. What time would you like the report emails to start and end. You can choose both AM and PM times (remember, the system starts calling at 6:00am until the jobs are to start and then again from 5:00 pm to 9:00 for future jobs).
14. Which days of the week do you want the emails (every day, or just weekdays?)
15. You can choose the months you want the emails. (if you closed for the summer, you may want to un check the summer months so you don't receive emails)
16. Don't worry about choosing calendar days.

17. Don't worry about choosing an end date or time. You can go back in and cancel the report if you do not want the report anymore.
18. Set your email notification by putting your email address in the To: field
19. Give the email a subject:
20. You can type a message if you like, but not necessary.
21. Choose how you want to view the attachment. (PDF, DOCX(word 2007 and newer), CSV (can be converted into spreadsheets), XLS (Excel 2007 and newer))
22. Save the schedule to finish the task.

Altering or Canceling an Assignment

1. In the Administration tab, choose Job Inquiry.
2. If you know the job number, enter it in the "Enter Job #" field.
3. If you don't know the number, you can search for the job through the field choices.

Home Administration Reports

Job Inquiry

Search Criteria

Enter Job #:

OR

Job Type: ☒ All ☐ Absences ☐ Vacancies

Job Status:

Sub Status:

Search from: Search to:

Sort Order: Then by:

Records Per Page:

[Search](#) [Create Report](#) [Export](#) [More Search Options](#)

4. When the list of jobs populates, click on the job number (it will be underlined)

Search Criteria

Enter Job #:

OR

Job Type: ☒ All ☐ Absences ☐ Vacancies

Job Status:

Sub Status:

Search from: Search to:

Sort Order: Then by:

Records Per Page:

[Search](#) [Create Report](#) [Export](#) [More Search Options](#)

Job List

[Not All to Verify](#) [Save Verified](#)

Job #	Employee Name	Substitute Name	Location	Reported Date	Test
Status	Job Start	Sub Start	Classification	Client Pay Rate	Voice
Verify	Job End	Sub End	Reason	Sub Pay Rate	Comments
	Job Duration	Sub Time Worked			File
<u>709</u>	Price, Fanny	Open/Specified	Pemberly Child Care Centre - Matilda, Natal	05/14/2013 11:44 AM	No
Open	05/17/2013 07:00 AM	05/17/2013 07:00 AM	RECE		No
Open	05/17/2013 06:00 PM	05/17/2013 06:00 PM	Extra help		No
	11:00				No

5. To alter the assignment, go through the details and change what you need to, and save.
6. To Cancel, click on "Cancel Job"
7. You will be asked to confirm the cancellation.
8. A Red notice will appear at the top of the page telling you the Job Cancel was Successful.

Job Detail

Job Number: 709 Location: Pemberly Child Care Centre - test site, H

Status: Open/Open Classification: RECE

Employee: Price, Fanny Calendar: Pemberly Child Care Centre

Access ID: 20339 Search Rule: RECE Search Rule

Step: Specified Substitute

[Create Report](#) [Filing Details](#) [Reset](#) [Return To List](#) [Stop Callout](#) [Save](#)

Clicking the "Cancel Job" button will not save other changes.

[Cancel Job](#)

Changes are not updated until Save is pressed

Reason:

Date From: To:

Weekly Schedule: Absence Times Substitute Times

Start Time	End Time	Start Time	End Time
(hh:mm am)	(hh:mm am)	(hh:mm am)	(hh:mm am)

Registering with the ECER

Employee and Substitutes	Employee and Substitutes
1. Call 1 855 806 8805 2. A welcome will prompt the caller for their ID number 3. Enter your ID number and then press * 4. The system will ask the caller to enter their PIN number 5. Enter the default PIN number (your ID number) and then Press * 6. The system will ask the caller to reset their PIN number 7. Reset your PIN and press * 8. The system will ask the caller to voice their name after the beep. 9. Voice your name and then press * 10. Callers can then use the phone to review assignments, manage their profile and cancel assignments. 11. Sub's can choose the locations they would prefer to work at over the phone or online at: ecer.eschoolsolutions.com	1. Call 1 855 806 8805 2. A welcome will prompt the caller for their ID number 3. Enter your ID number and then press * 4. The system will ask the caller to enter their PIN number 5. Enter the default PIN number (your ID number) and then Press * 6. The system will ask the caller to reset their PIN number 7. Reset your PIN and press * 8. The system will ask the caller to voice their name after the beep. 9. Voice your name and then press * 10. Callers can then use the phone to review assignments, manage their profile and cancel assignments. 11. Sub's can choose the locations they would prefer to work at over the phone or online at: ecer.eschoolsolutions.com
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