



**Thompson R2-J School District
WEBCONNECT
Quick Reference for Teachers/Classified personnel**

You may access SubFinder via the Internet--**WebConnect**. You will be able to report and review absences on-line in addition to the regular call-in system.

You may access SubFinder via the web through the Thompson School District Web Site at: thompsonschoools.org OR thompson.k12.co.us Go to <EMPLOYMENT> <SubFinder>

Accessing your account

To gain access to your account, enter your last name in the “Last Name” field.

Next enter your Employee ID number in the “Password” field.

After the above steps have been completed, click on the Submit button, or press enter to log on

MAIN MENU

REPORT ABSENCE

Click Report Absence to report a new absence.

JOB REVIEW

Click Job Review to review current absences or to cancel an absence.

To Review Absences

You can filter by the substitute who is working the job, the date, whether or not a substitute is needed, requested, prearranged, or not needed, and the status of the job (filled, unfilled, canceled)

Add a check mark by the filters you would like. You do not have to choose any filters.

Click the **Run Request** button to see the jobs.

To Cancel an Absence (Future Absences Only)

- First review the absences. Click the **cancel** button under the job number for the job to cancel the absence
- A box will appear to confirm that you want to cancel the job. To cancel click the OK button. To go back to the review jobs page click the **cancel** button.

To Update Special Instructions

- First review jobs. Then click **edit special instructions**. Click on the **update special instructions button** under the site.

A box will appear to confirm you want to **edit special instructions** for a job number. To edit click the **OK** button. You may then read the special instructions for that job or you may add a **special instruction** for that job. Then click **update**. A box will appear to confirm that you want to update the special instructions of the job number. Click **OK**

- You might want to add your instructions to the phone message per job as not all subs have internet access.

PERSONAL INFO

Click Personal Info to review your school assignment and subject area. If the information is inaccurate, contact the Substitute Coordinator by sending an email to varnerc@thompson.k12.co.us or calling (970) 613-5005.

LOG OUT Click the Log Out Button to exit the system.