

2025-2026 Substitute Renewal Instructions

1. Click the link to go to the Substitute Resource Center
<https://my.episd.org/subs/>

Or

Go to [episd.org](https://www.episd.org), scroll down to the bottom of the page and click on Substitute Resource Center.

2. Go to the Substitute Renewal and click **[HERE](#)** to begin the **Substitute Renewal**. Instructions are also available.

Substitute Resource Center

There are 49 days left to complete the Substitute Renewal!!

☆ EPISD SUBSTITUTE TEACHER RENEWAL

- El Paso ISD Substitute Renewal window will open from May 6 to June 25, 2024.
Failure to renew will terminate your substitute employment status. Thank you for your service to El Paso ISD.
- Click [here](#) to view the 2024-2025 renewal instructions.
- Click [here](#) to begin the Substitute Renewal.



3. Sign in with the last 4 digits of SSN and PIN



Welcome to the El Paso Independent School
District Substitute Management Center

**THE 2024-2025
SUBSTITUTE RENEWAL WINDOW
WILL OPEN FROM**

May 6, 2024-JUNE 25, 2024

Please read each document carefully
and remain mindful regarding any changes.

Feel free to access the documents at any time
to refresh your memory during the school year.

Please log in using the last 4 digits of your social security
number and PIN.

4. Read the message, then click on I Agree. This is only the agreement to proceed to the renewal. This is not your renewal submission, please continue the steps below.

Electronic Business

Notice Regarding Consent of Electronic Communications and Use of Electronic Signature for El Paso Independent School District.

I authorize El Paso Independent School District to accept all correspondences transmitted by me via electronic means for substitute renewal. I certify that all communication sent from this transaction shall be "upon my signature" and acceptable as replacement for my written signature. I understand that the electronic signature may not be denied legal effect or enforceability solely because it is in electronic form.

I understand that if I choose not to accept this electronic communications and Use of Electronic Signature for El Paso Independent School District substitute renewal, I will report to the Department of Human Resources in order to complete the process manually.

I understand that in order to access and print electronic communications for the EPISD substitute renewal documents I must have the following:

- Adobe Acrobat Reader (to open PDF files)
- A printer that is capable of printing from your internet browser

If you agree to sign your El Paso Independent School District Substitute renewal document electronically, you are certifying that you have read, understand, and accept the above Electronic Signature Disclosure and Consent statement.

If you agree to submit your substitute renewal electronically, click the "I AGREE" button.

I Agree ←

Note : If you do not agree to conduct the renewal process electronically, contact Human Resources no later than June 23, 2023.

5. You will now see the documents for the incoming school year.

- Next to each document you will see it say (Created).
- Once you have opened and reviewed the document it will change to (Viewed).
- This is just an example:

Renew Documents

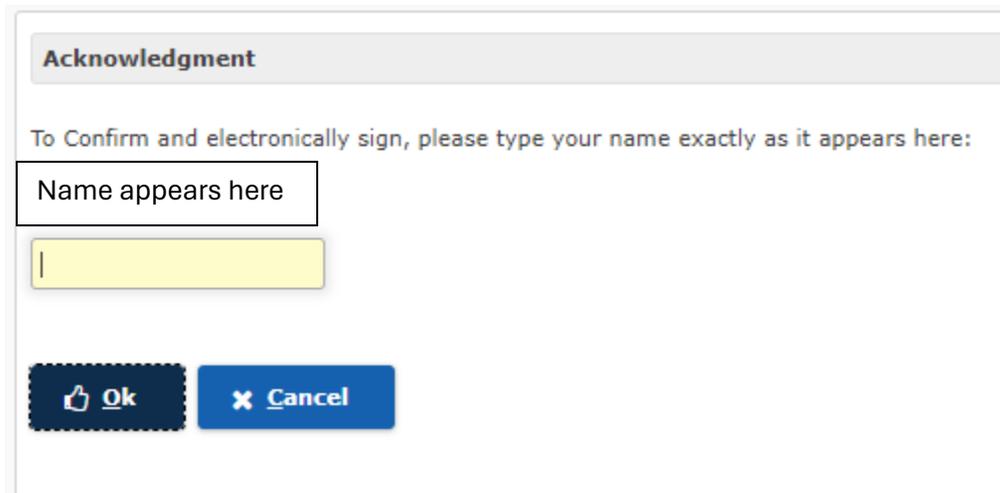
Substitute Forms

- Substitute Handbook 24-25(Viewed) ←
- Attendance Instructions 24-25(Viewed)
- Attendance Manual 24-25(Created) ←
- Bullying/Harassment Info 24-25(Viewed)
- Notice of Reasonable Assur 24-25(Viewed)
- Substitute Benefits Info 24-25(Created)
- Substitute FAQ 24-25(Viewed)
- Substitute Management Doc 24-25(Viewed)

6. Every document listed **MUST** be opened and **Viewed** in order to continue to the next step. Click on the “eSign Forms” button that is located at the end of the listed documents.



7. **The Acknowledgment page is next - Type your name in the box exactly the way it appears above the box and click on “Ok”.**

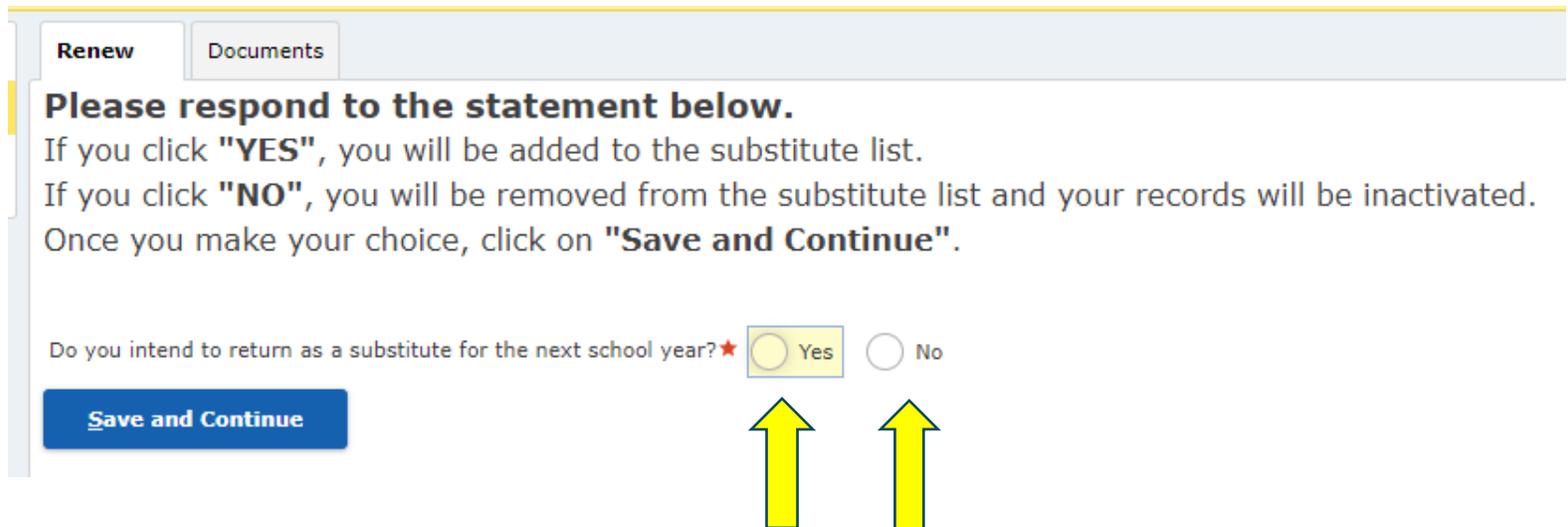


Acknowledgment

To Confirm and electronically sign, please type your name exactly as it appears here:

Name appears here

8. **The final page will ask you to make a selection regarding returning for the incoming school year by selecting “Yes” or “No” and clicking on Save and Continue.**



Renew Documents

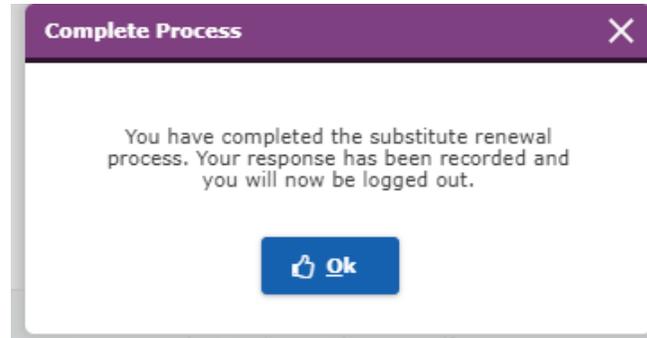
Please respond to the statement below.

If you click **"YES"**, you will be added to the substitute list.
If you click **"NO"**, you will be removed from the substitute list and your records will be inactivated.
Once you make your choice, click on **"Save and Continue"**.

Do you intend to return as a substitute for the next school year? ★ Yes No

↑ ↑

9. After you have made your decision, you will see a window pop-up on the screen indicating that the renewal process has been completed and you will be logged out.



10. To verify that your renewal was received, log back into the Substitute Portal.

- It is your responsibility to ensure you completed the process correctly.

11. If submitted correctly you should be directed to the regular search screen when you sign in again.

