

# 2020-2021 EPISD

## Substitute Renewal Instructions

1. Sign in to the My For Substitutes portal.

Needed to logon:  
Username: Last four of SSN  
Password: Six Digit PIN

Proceed to TEAMS Substitute Log-In

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

Last 4 digits of SSN

PIN

Sign On

2. Click on the “**I Agree**” button – this is your consent to electronically renew your status for the incoming school year.

Electronic Business

Renewal

Notice Regarding Consent of Electronic Communications a

I authorize El Paso Independent School District to accept signature\* and acceptable as replacement for my written

I understand that if I choose not to accept this electronic to complete the process manually.

I understand that in order to access and print electronic

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

If you agree to sign your El Paso Independent School Dist statement.

If you agree to submit your substitute renewal electronica

I Agree

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

Renew Documents

Substitute Forms

Substitute Handbook(Created)

Notice of Reasonable Assurance(Created)

Direct Deposit Authorization(Created)

Payroll Schedule(Created)

Substitute Management Center(Created)

Substitute Benefits Info(Created)

Substitute Handbook(Viewed)

Notice of Reasonable Assurance(Viewed)

Direct Deposit Authorization(Viewed)

Payroll Schedule(Viewed)

Substitute Management Center(Viewed)

Substitute Benefits Info(Viewed)

- Next to each document you will see it say **(Created)**.
- Once you have opened and reviewed the document it will change to **(Viewed)**.

- Every document listed **MUST** be opened and reviewed in order to continue to the next step. *These documents will be available throughout the school year for you to access from the My For Substitutes portal.*
4. Click on “**eSign Forms**” button that is located at the end of the listed documents.
    - Each and every document listed **MUST** be opened in order for the “eSign Forms” button to appear at the end.
  5. The Acknowledgment page is next - type your name in the box **exactly** the way it appears above the box and click on “Ok”.
  6. 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.
  7. 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 of My For Substitutes.
  8. To verify that your renewal was received, log back into the My For Substitutes.
    - If submitted correctly you should be directed to regular search screen.
    - However, if you are directed to the renewal process again then you missed a step in the first submission and it was not received. You will need to start the process again.