

2023-2024 EPISD **Substitute Renewal Instructions**

1. Go to episd.org. Scroll to the bottom of the page and sign in to the My For Substitutes portal. Click to proceed to Frontline Substitute Log-In.

☆ EPISD SUBSTITUTE TEACHER RENEWAL

- EPISD Substitute Teacher Renewal window will open soon for the 2023-2024 school year.
- The renewal instructions will be sent to your EPISD email.
- Click [here](#) for renewal instructions. (not available until renewal begins)
- Click [here](#) to proceed to Frontline Substitute Log-In.



2. Enter the last 4 digits of your SSN and Pin Number.
Click Sign On.

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

 Last 4 digits of SSN

 PIN

 Sign On



3. Click on the “**I Agree**” button – this is only your agreement to begin the renewal process electronically. (**This is not your renewal submission, please continue the steps below**)

Renewal

Electronic Business

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 c

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

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

If you agree to submit your substitute renewal electronica

I Agree

4. You will now see the documents for the incoming school year. This is just an example of how it looks.

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.***
5. Click on the “**eSign Forms**” button that is located at the end of the listed documents.
 - **Each and every document listed MUST be opened for the “eSign Forms” button to appear at the end.**
 6. The Acknowledgment page is next - type your name in the box **exactly** the way it appears above the box and click on “Ok”.
 7. 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.
 8. 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.
 9. **To verify that your renewal was received, log back into My For Substitutes. It is your responsibility to ensure you completed the process correctly.**

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

The screenshot displays a web application interface. On the left is a vertical sidebar menu with the following items: 'Pre-Arranged Jobs' (highlighted in yellow), 'Search for Jobs', 'Accepted Jobs', 'Job History', 'Time Cards', 'Change PIN', 'Availability', 'Do Not Disturb', 'Location Restrictions', 'Eligibilities Categories', 'Documents', 'Log Off', and 'Employee Service Center'. At the top of the sidebar are three icons: a circular arrow, a circular arrow with a plus sign, and a double left arrow. The main content area on the right is divided into two sections. The top section is titled 'Pre-Arranged Jobs' and contains two dropdown menus for 'Job Start Date' and 'Job End Date', followed by a blue button labeled 'Accept' and another blue button labeled 'Reject'. The bottom section is titled 'Pre-Arranged Absence Request Pending' and contains two dropdown menus for 'Job Start Date' and 'Job End Date', followed by a blue button labeled 'Reject'.

- 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.