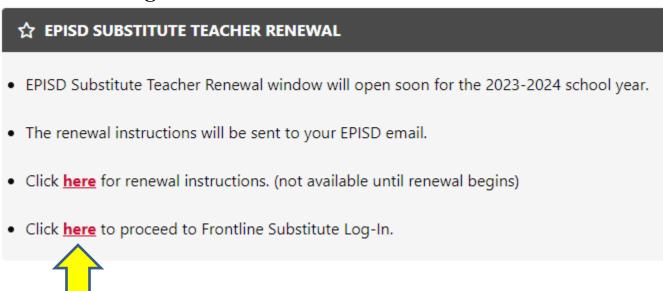
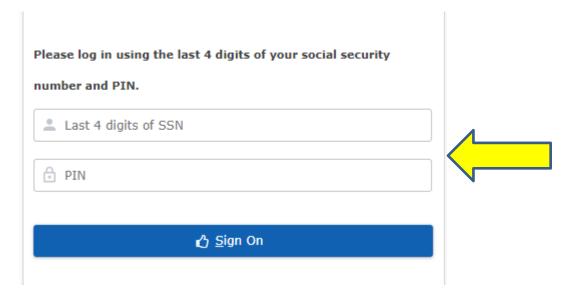
2023-2024 EPISD Substitute Renewal Instructions

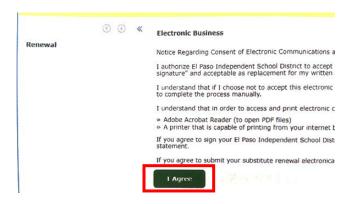
1. Go to episd.org. Scroll to the bottom of the page and sign in to the My For Substitutes portal. Click to proceed to Frontline Substitute Log-In.



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



3. Click on the "<u>I Agree</u>" button – this is only your agreement to begin the renewal process electronically. (This is not your renewal submission, please continue the steps below)



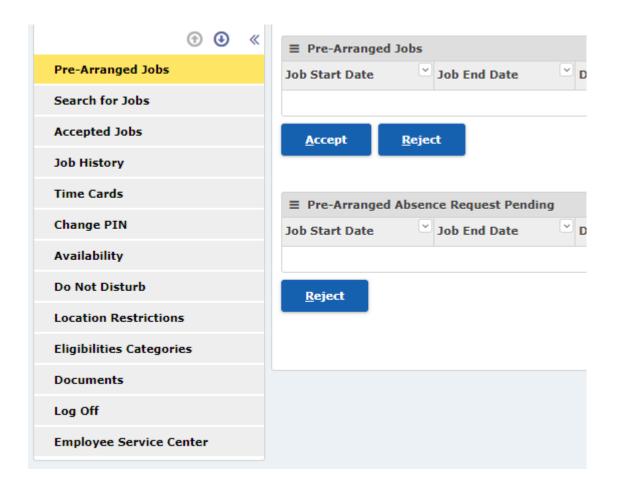
4. You will now see the documents for the incoming school year. This is just an example of how it looks.



- 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 "<u>eSign Forms</u>" 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 popup 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.



• 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.