



Accessing the Substitute Self Service Center

To access the desktop version of the Substitute Self Service Center, click your district's link to the Substitute Self Service Center. The Substitute Sign-In tab is displayed.

The screenshot shows the login interface for the Prologic Technology ISD Substitute Management Center. At the top left is the 'TEAMS BY PROLOGIC' logo, which consists of a colorful circular icon and the text 'TEAMS BY PROLOGIC'. Below the logo, the text reads 'Welcome to the Prologic Technology ISD Substitute Management Center'. A prompt asks the user to 'Please log in using the last 4 digits of your social security number and PIN.' There are two input fields: the first is labeled 'Last 4 digits of SSN' and the second is labeled 'PIN'. A green 'Sign On' button is positioned below the fields. At the bottom, there is a link that says 'To Retrieve PIN, Click Here'.

In the **Last 4 of SSN** field, enter the last four digits of your Social Security number.

Enter your Call-in **PIN**.

Click the **Sign On** button. The My Information navigation bar is shown with the Pre-Arranged Jobs tab.

Accessing Substitute Mobile

Substitute Mobile is the mobile web version of the desktop Substitute Self Service Center application. Functionality in Substitute Mobile is limited to accessing and accepting jobs. To customize settings, such as your preferred locations, use the desktop Substitute Self Service Center application.



Downloading the Frontline ERP & SIS Mobile App

The free Frontline ERP & SIS Mobile app is available on the Apple and Android app stores.

To download the app for use with Substitute Mobile, on your mobile device, go to the Apple App Store or Android Apps on Google Play and search for "Frontline Education" to find the Frontline ERP & SIS Mobile app.



Frontline ERP & SIS mobile app icon

Download the Frontline ERP & SIS mobile app. The first time you access the ERP & SIS mobile app, the Configure page is displayed.

In the **District** field, select your school district, and tap **Submit**.

For the **Account Type**, tap "Substitute" to work with Substitute Mobile, and tap **Submit**. A pop-up box is displayed asking you to confirm your selections.

Tap **OK** to save your selections.

Logging in to Substitute Mobile

On your mobile device, use one of the methods below to access Substitute Mobile.

- Access the ERP & SIS mobile app. If you have configured the ERP & SIS mobile app for the Substitute account type, the Substitute Login page is displayed.
- Enter your district's link for accessing the Substitute Mobile application. The Substitute Login page is displayed.

A screenshot of a mobile application interface titled 'Substitute Login'. It contains two input fields: the first is labeled 'Last 4 of SSN' with a placeholder text 'Last 4 digits', and the second is labeled 'PIN'. Below these fields is a blue button with the text 'Login'. At the bottom of the form is a link that says 'Go to full site'.

In the **Last 4 of SSN** field, enter the last four digits of your Social Security number.

Enter your Call-in **PIN**.

Tap the **Login** button. The Home page is displayed with options for accessing and accepting jobs, as well as changing your PIN.

A screenshot of a mobile application interface titled 'Home'. It features a list of five menu items, each with a right-pointing chevron icon: 'Pre-Arranged Jobs', 'Search for Jobs', 'Accepted Jobs', 'Job History', and 'Change PIN'. The items are separated by thin horizontal lines.

See [Working With the Navigation Bar](#) for an overview of the available options.



Working With the Navigation Bar

Use the links of the My Information navigation bar to access the tabs of the Substitute Service Center and perform tasks related to your substitute activities within the district.

- [Pre-Arranged Jobs](#). The Pre-Arranged Jobs tab lists available jobs for which a district employee has selected you as their preferred substitute.
- [Search for Jobs](#). The Substitute Search for Jobs tab shows available jobs that meet your profile.
- [Accepted Jobs](#). The Accepted Jobs tab shows a list of jobs you have accepted. You can cancel accepted jobs for future date on this tab.
- [Job History](#). The Substitute Job History tab lists your jobs with the district.
- [Change PIN](#). Change your Personal Identification Number.
- Availability. Indicate days and/or times that you are not available. (Not used in Substitute Mobile.)
- [Do Not Disturb](#). Set times during which you do not want to be contacted by the automated calling system. (Not used in Substitute Mobile.)
- [Location Restrictions](#). Indicate district locations for which you do not want to be contacted for a job. (Not used in Substitute Mobile.)
- [Eligibility Categories](#). Use to view a list of your eligibility categories.
- [Documents](#). Use the links on this tab to display documents related to your substitute position. (Not used in Substitute Mobile.)
- Log Off. Click the link of the My Information navigation bar to log out of the Substitute Service Center. The Substitute Sign-On tab is displayed.
- Employee Service Center. Click the link to open the log in page for the Employee Service Center in an alternate browser window. You are not logged out of the Substitute Service Center. (Not used in Substitute Mobile.)