

Instructions for Verifying Online Substitute Reports


1.) Go to the District's Homepage:

www.sps186.org

2.) Click on the Intranet button:



3.) Log into the **Intranet** using your assigned **Username** and **Password**. Click **Login**.



DISTRICT 186

SPRINGFIELD PUBLIC SCHOOLS

Springfield Public Schools Intranet

Username

Password

This is a restricted network. Use of this network, its equipment, and resources is monitored at all times and requires explicit permission from the network administrator and Springfield Public Schools. If you do not have this permission in writing, you are violating the regulations of this network and can and will be prosecuted to the full extent of the law. By continuing into this system, you are acknowledging that you are aware of and agree to these terms.

4.) **Review, Verify** and **Submit** your Sub Cards:

Sub Cards						
Verify	Sub Date	# Days	Location	Substitute Type	Hours	Function
<input checked="" type="checkbox"/>	23-JUL-10	1	Southeast High School	Sub-Teacher		1100
<input checked="" type="checkbox"/>	27-JUL-10	3	Southeast High School	Sub-Teacher		2190
<input checked="" type="checkbox"/>	04-AUG-10	2	Southeast High School	Other	4	

If something is not correct, please contact the school's secretary to correct the problem.