



**Welcome to Substitute Teacher Service
On Line Information Systems**

**Installation and Instruction Manual
District Teachers**

This manual has been revised as of 1/1/2010

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BEFORE YOU BEGIN ...

***Get your registration code from STS first!
Send an email to:
loginhelp@thesubservice.com.***

***Include:
Your Name
School District
School Building
Grade/Subject you teach
Email address***

Computer Setup Instructions

The STSCS application is a Java applet that is downloaded from the STS server. In order for the application to run, you must have the latest version of Java installed on the computer or computers that will be running STS.

System requirements are as follows:

- Ⓜ **A high-speed Internet connection**, such as T1, DSL, Cable, or FiOS.
Note: Dial-up users (56K or less) will experience longer than usual wait times and connection time-outs and/or failures. The system will run, but may operate at excruciatingly slow speeds.
- Ⓜ **Java Runtime Environment (JRE)** version 1.6.0, or better, from Sun or Apple. (Most computers already have Java loaded on them)
- Ⓜ **Adobe Acrobat Reader** 6.0 or better (for pdf-type help and tutorial files).
- Ⓜ Any computer capable of running the Java Runtime Environment (JRE) from either Sun or Apple, including, but not limited to, Microsoft Windows, Apple Macintosh, Unix, Linux, or Solaris. *Note: The Microsoft Corporation no longer supports certain versions of the Microsoft Windows operating system, including Windows 98, Windows 98 Second Edition, Windows NT and Windows ME. Therefore, STS does not guarantee our application will function properly or securely on those platforms, although we make every effort to ensure our applications operate independently of operating system flaws wherever possible.*

If you need to download Java, links are available on our download page. Go to <http://thesubservice.net/register.pl> in the **Installing or Updating Java** section.

Once your system meets these requirements, you are now ready to download the STSCS application. Go to <http://www.thesubservice.com> and click on the **Client Login** button.

To Install:

1. To begin the download and/or run the application, click on the Client Login button.
2. One of two things will happen when you click the above...
 - a. A "download or execute" dialog box will appear. In this case, choose to execute the application.
 - b. A download-only dialog will appear. In this case...
 - i. Download the file to your desktop.
 - ii. Double-click the downloaded file (on your desktop).
 - iii. Continue with the instructions below. After STS-CS is running, you should delete that file from your desktop (it will be of type JNLP).
3. If you are asked if you want a desktop icon (depends on the operating system), answer yes. If you choose no, you will need to go to the STS Home page each time to run the application.
4. You may be presented with a security certificate dialog after STS-CS downloads.
 - a. If this dialog gives you the option to always trust this publisher, you should answer in the affirmative. This will prevent this warning from being displayed each time the application is run.
5. You will see a splash screen, and eventually be presented with a login form. You are now ready to proceed. Follow the instructions in the next section for completing registration.

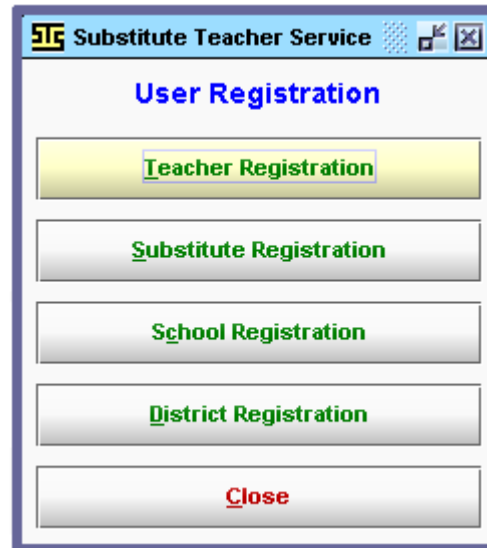
Note: Performance at this stage depends heavily on network issues. If there are connection or performance problems, contact the STS system administrator at 800-357-7827 Ext. 250.

District Teacher Registration – NEW



First you will need to launch the STSCS program from the desktop icon that was created. This process will only occur one time.

From the Login form, click on the Register button.



You will then be presented with the User Registration form.

- If you are a district teacher, then click on the Teacher Registration button.
- If you are an STS employee, then click on the Substitute Registration button, and so on.
- If you do not wish to register, click the Close button. You will be taken back to the Login form.

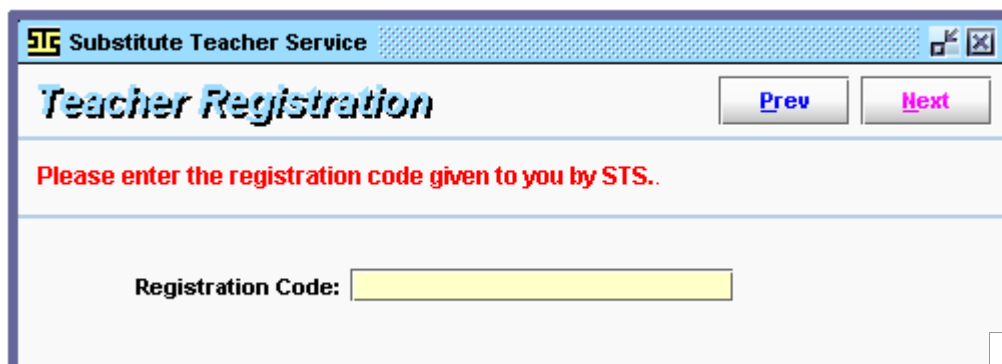
To Exit the STSCS program, click on the Exit button on the Login form.

New Teacher Registration

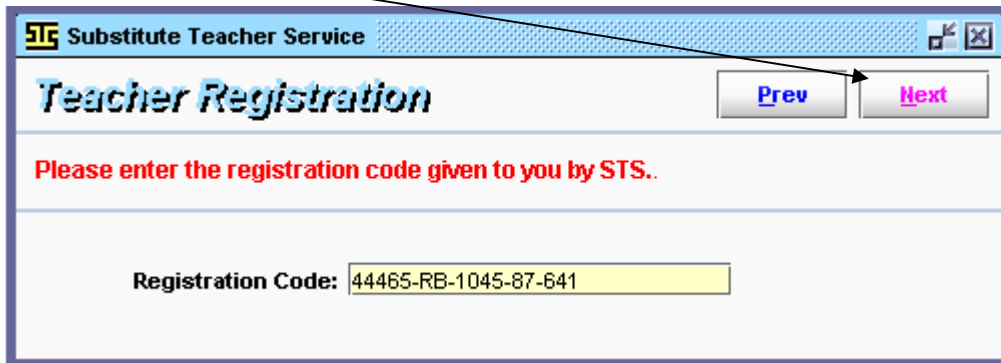
You will need to have your registration code that was provided by STS. If you have not yet done so, you will need to obtain this information before you are able to use the system. Email your name, district, school and the grade/subject area you teach to loginhelp@thesubservice.com. You should get your registration code within 4 to 6 hours.

In the mean time, if you need to request a substitute for your absence please call your local STS office. In Delaware, Chester, Montgomery, Bucks Counties and Delaware State, call 800-357-7827. The Lancaster and Harrisburg Regions call 800-884-7827.

Once you receive your registration code, start up the STS application and click on the Register button. Click on Teacher Registration. You will be presented with a dialog box that will ask you to enter your Registration Code. Enter the code exactly as it appears in the email from STS. Include all dashes. If you leave the form blank, you will not be allowed to continue.

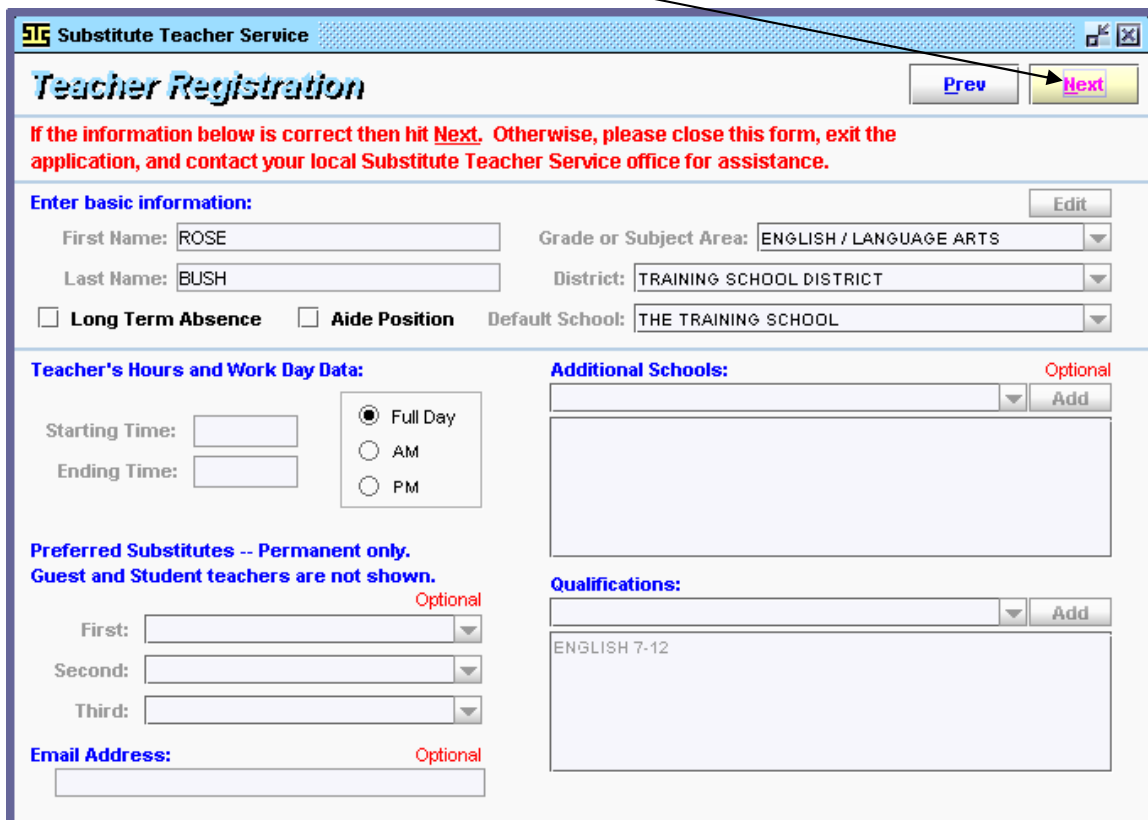


Next, click the Next button.



The screenshot shows a web browser window titled "Substitute Teacher Service" with a sub-header "Teacher Registration". There are "Prev" and "Next" buttons in the top right. A red instruction reads: "Please enter the registration code given to you by STS..". Below this, the "Registration Code:" label is followed by a text input field containing the value "44465-RB-1045-87-641".

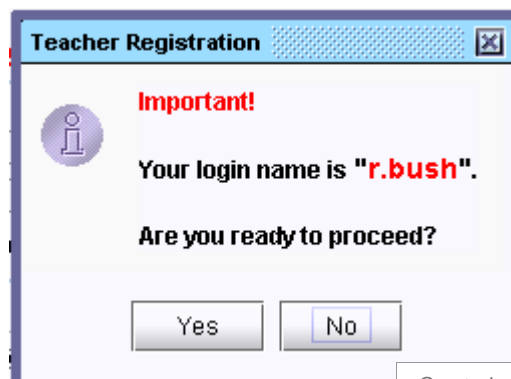
You will be presented with a dialog of what your Teacher record looks like in the STS system. You cannot change any of this information. However, if it does require a change, please contact your STS office. Click the Next button.



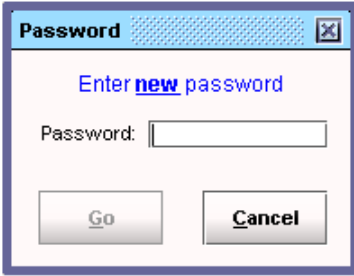
The screenshot shows the "Teacher Registration" form with the "Next" button highlighted. A red instruction reads: "If the information below is correct then hit Next. Otherwise, please close this form, exit the application, and contact your local Substitute Teacher Service office for assistance." The form is divided into several sections: "Enter basic information:" with fields for First Name (ROSE), Last Name (BUSH), Grade or Subject Area (ENGLISH / LANGUAGE ARTS), District (TRAINING SCHOOL DISTRICT), and Default School (THE TRAINING SCHOOL); "Teacher's Hours and Work Day Data:" with fields for Starting and Ending Time, and radio buttons for Full Day, AM, and PM; "Preferred Substitutes -- Permanent only. Guest and Student teachers are not shown." with three dropdown menus; "Additional Schools:" with an "Add" button; and "Qualifications:" with a dropdown menu and an "Add" button. There are also "Optional" labels for the "Additional Schools" and "Qualifications" sections.

STS will process your information and create a login for you. When it has completed, you will see this form:

Please make a note of your login name. This is how you will access the system in the future. For security reasons, do not share your user information with anyone. You will be responsible for anything that has your user name assigned to it. Once you are ready, click Yes.



The screenshot shows a dialog box titled "Teacher Registration" with an information icon. It contains the text: "Important! Your login name is 'r.bush'." followed by the question "Are you ready to proceed?". At the bottom, there are "Yes" and "No" buttons.



System will now ask you to create a password. The password is case sensitive and can be any combination of alpha-numeric characters. Your password must be at least 6 characters.

Again, for security reasons, do not share your user information with anyone. You will be responsible for anything that has your user name assigned to it.

STS will not give your password out to you or anyone else inquiring about it weather it is by phone, fax, or email. If you

lose your password, STS procedure will be to delete your account, and you will need to re-register.

Enter your password and click Go. You will be asked to verify the password on the next form. Click Go. System will send back a message that the Password has been changed.

Click OK when done.

You will now be taken into the system. Please see the **Using STSCS** tutorial for more information on using STSCS.



For your records: (please keep in a secure place)

Login Name: _____

Password: _____

Date Registered: _____

Contact Information:

STS Media Office – General Information, Assignments, Etc.

610-566-6466
800-357-SUBS (7827)

STS Lancaster Office

717-391-SUBS (7827)
800-884-SUBS (7827)

Technical Support – email only –

techsupport@thesubservice.com

Trouble logging in – email only –
Emails will be answered within 24 hours.

loginhelp@thesubservice.com

Using STS Teacher Version

To begin, you will need to know the login name that was assigned to you during your registration and setup. Enter into the User Name field. The Login button will now become highlighted. Click on it and you will be prompted for your password.



A small dialog box titled "Password" with a close button in the top right corner. It contains a text field labeled "Password:" with the text "xxxxxx" inside. Below the text field are two buttons: "Go" and "Cancel".

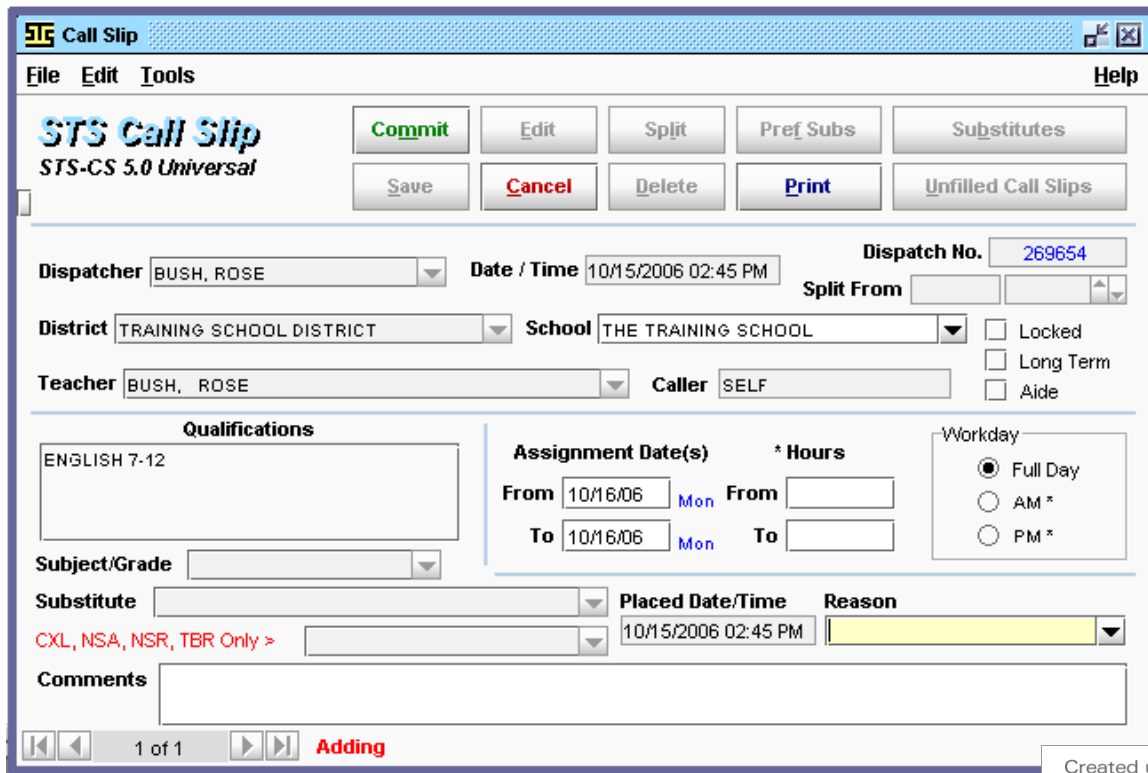
Click Go to proceed.



The "STS Login" window features a blue title bar with the STS logo and window controls. On the left is a large yellow and black STS logo. To the right, it says "Substitute Teacher Service" and "STS-CS 5.0.7 Universal Java version 1.5.0_04". Below this is a "User Name:" label and a text field containing "r.bush". At the bottom are three buttons: "Register", "Login" (which is highlighted in yellow), and "Exit". A disclaimer at the bottom states: "This program, all of it's databases, support and interface programs are the sole property of Substitute Teacher Service, Inc. The misuse, duplication, resale or unauthorized release of data or components of this or any other STS program will result in criminal prosecution. Revised 2005."

System will now load the form that you will do most of your work from. It is called the Call Slip form. From this form you will be able to place your requests for substitutes. The form will open in the Adding mode, populated with your information and assuming that you wish to put your absence on line.

The call slip form will default to the next day as the date of your absence. These dates can be changed by typing them in using the format mm/dd/yy or by using the plus (+) and minus (-) keys.



The "STS Call Slip" form has a blue title bar with the STS logo and window controls. It includes a menu bar with "File", "Edit", "Tools", and "Help". Below the menu bar are several buttons: "Commit", "Edit", "Split", "Pref Subs", "Substitutes", "Save", "Cancel", "Delete", "Print", and "Unfilled Call Slips". The form contains several input fields: "Dispatcher" (BUSH, ROSE), "Date / Time" (10/15/2006 02:45 PM), "Dispatch No." (269654), "District" (TRAINING SCHOOL DISTRICT), "School" (THE TRAINING SCHOOL), "Teacher" (BUSH, ROSE), and "Caller" (SELF). There are also checkboxes for "Locked", "Long Term", and "Aide". A "Qualifications" section contains a text field with "ENGLISH 7-12". An "Assignment Date(s)" section has "From" and "To" fields for "10/16/06 Mon". A "Workday" section has radio buttons for "Full Day", "AM *", and "PM *". At the bottom, there are fields for "Subject/Grade", "Substitute", "Placed Date/Time" (10/15/2006 02:45 PM), "Reason", and "Comments". The status bar at the bottom shows "1 of 1" and "Adding".

You will be required to put a reason on the form. If you do not wish to give one, then select "No Reason Given". You can also leave instructions or request specific subs by entering this info in the Comments section.

Note for requesting or confirming subs: If you have spoken to a sub and he/she has agreed to do your position, type Confirm subname in the comments. Otherwise, type Request subname. If you do not need a sub, please type NO SUB REQUIRED in the comments.

Once you begin changing info, you will notice that the status changes to "Adding Changed". To save your absence and assign it for filling, click on the Commit button. Use Save to save your workspace (this does not commit the absence for processing), and Cancel to kill the absence. If you have assigned Preferred Subs and you wish us to use them first, click on the Pref Subs button to view your list, and in the Comments, type something like "use my preferred sublist"

When done, check your work, make sure it is correct, click Commit.

You will notice that the status will initialize and return a blank Call Slip for you to use. System will also send you a confirmation message that your absence has been submitted for processing.

Note the message light in the button area of the Call Slip. Click on the green MSG button to view the message.

This is what the confirmation message will look like. Keep a record of the Dispatch ID and the date and time created.

The message light on the Call Slip will go out once you've read your messages. Please note that messages are not stored nor can they be retrieved at your computer.

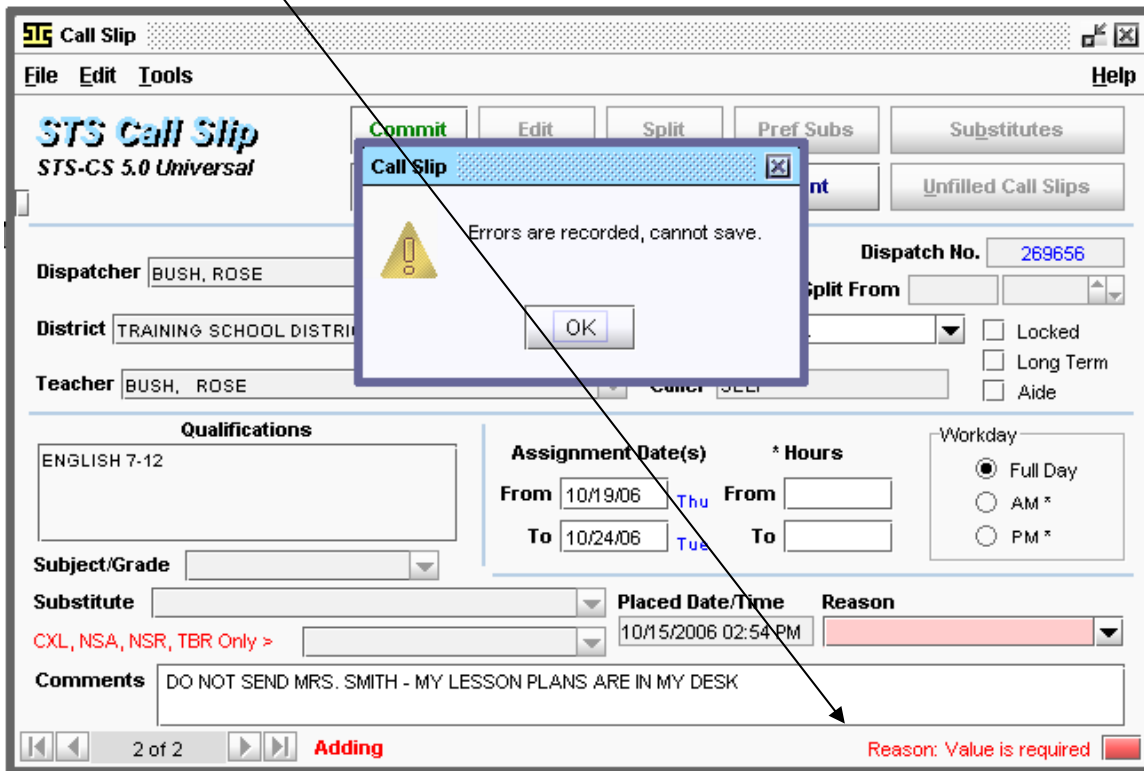
You can add Call Slips one at a time or if you are going to be out for a consecutive range of dates, set the From and To dates accordingly. Example:

From 8/22/05 to 8/31/05 is a valid absence for 8 days. Weekend dates are not included. If you already have an absence recorded for a specific date, you will get the following error:

Dispatch ID:	269655
Creation Date:	10/15/2006 02:51 PM
District:	TRAINING SCHOOL DISTRICT
School:	THE TRAINING SCHOOL
Teacher:	BUSH, ROSE
Reason:	PERSONAL DAY
Begin Date:	10/16/06
End Date:	10/16/06

Error Handling

Errors are recorded, cannot save. The actual cause of the error will be displayed in red in the lower right corner of the Call Slip.



Possible Errors:

1. Teachers cannot be on different Call Slips for the same time period.
2. Call Slip must have a Reason.
3. If you teach in different schools on the same day, you need to split your Call Slip so that one part reflects the AM in one building, and a new Call Slip reflects the PM in another.

Once you click OK, the Call Slip is returned to you in the Add mode for correction.

If you are finished with adding your absences, you can Exit the Call Slip by clicking on the X in the upper right corner. If you are in Adding mode, system will ask you if you want to Cancel New Record (the Call Slip on the screen). If you choose yes, you will Exit without saving, if you choose no, you can commit the absence on your screen to the system.

Other Features:

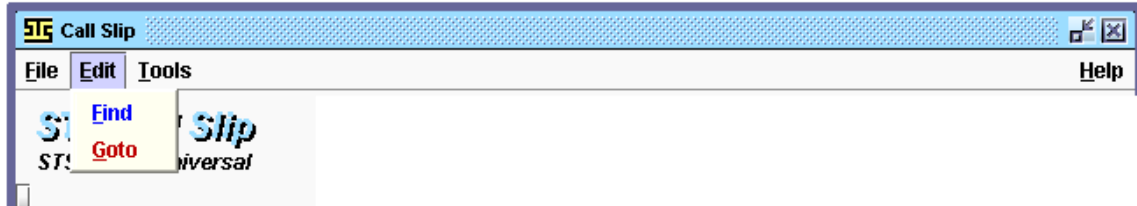
The Menu Bar

The File menu contains the following:

File Edit Tools	Send Message allows you to send a message to another STSCS user. (you will need to know the user's login name) Show Messages will display any messages that are directed to you. Change Password allows the current user to change their password. Operations Recovery – In a previous session, your work was in an incomplete state or your work was not saved. Log off closes the current user's session. Exit closes the STSCS program.
Send Message	
Show Messages	
Change Password	
Operations Recovery	
Log off	
Exit	

The Edit Menu – this is new as of 10/15/2006

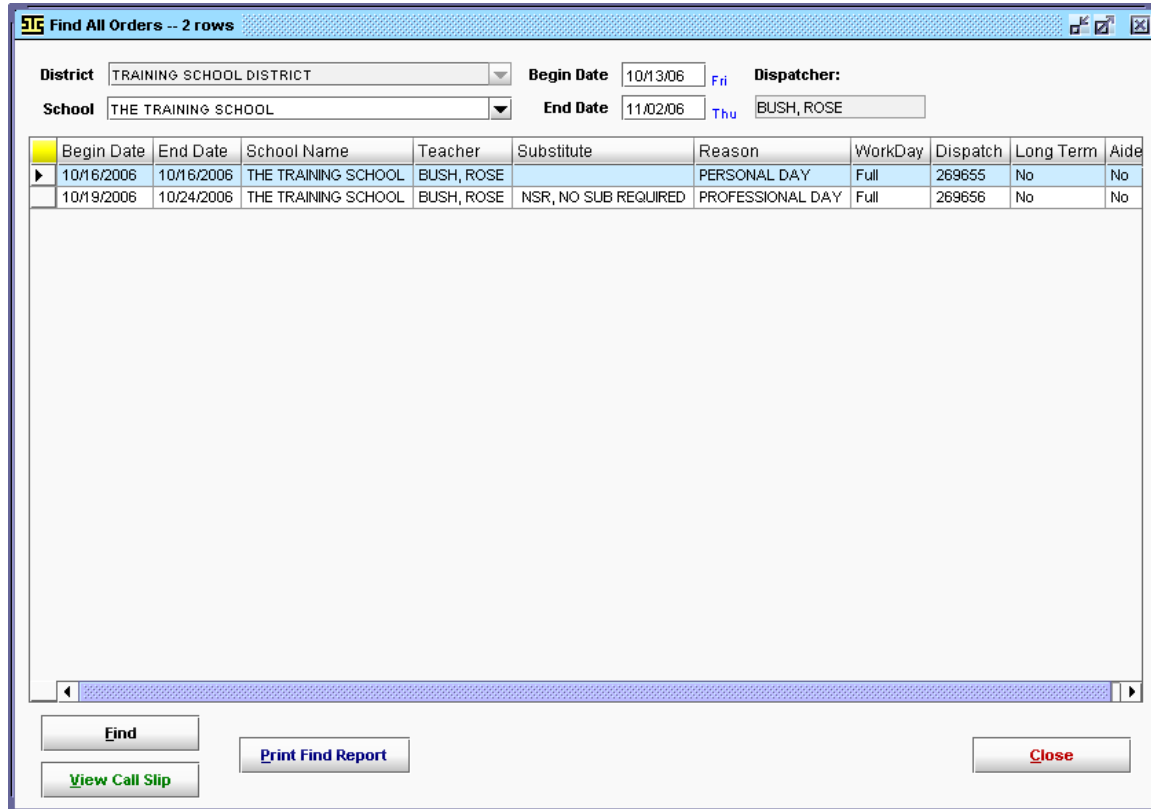
The Edit menu contains 2 ways for you to look at your future requests. You can go directly to a call slip if you have the confirmation number, or can you view a listing.



The Find Screen

Important Note! Before using the Find or Goto features, click the Cancel button on the call slip form so that the Call Slip form is in the Display mode.

The Find screen will show a listing of all of the absences for you that are currently in the STS system. Put in the dates you want to view and click the Find button.



You can view the call slip by highlighting the line and clicking the View Call Slip button. You can print this listing by clicking the Print Find Report button.

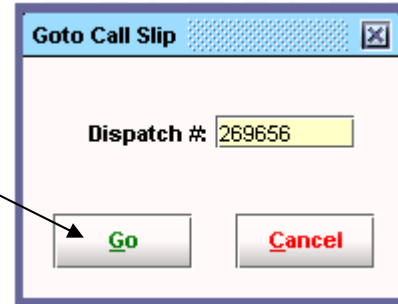
If the absence is filled with a substitute, the sub's name will appear in the Substitute name. If not, it will be blank or To Be Refilled. If you need to make changes to any absence in the list, contact your STS office.

Using Goto

If you know an absence confirmation number, you can go directly to that call slip. Again, you need to make sure that your call slip is in the Display mode.

Key in the call slip (confirmation) number and click Go. The call slip will be displayed in the call slip form.

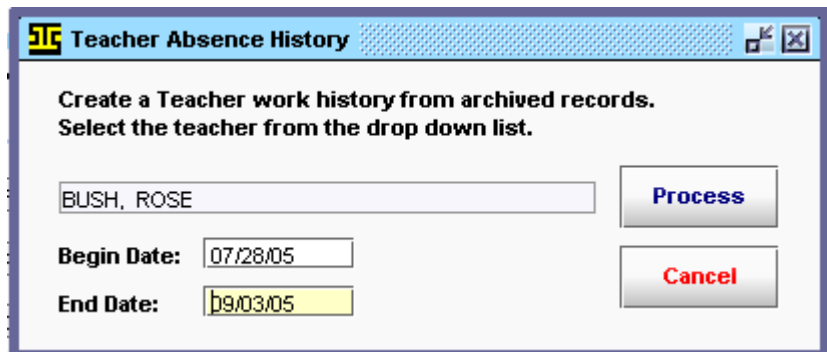
The only options available when displaying a previously entered call slip is to Add a new Call Slip or Print out the current call slip that is on the Call Slip form.



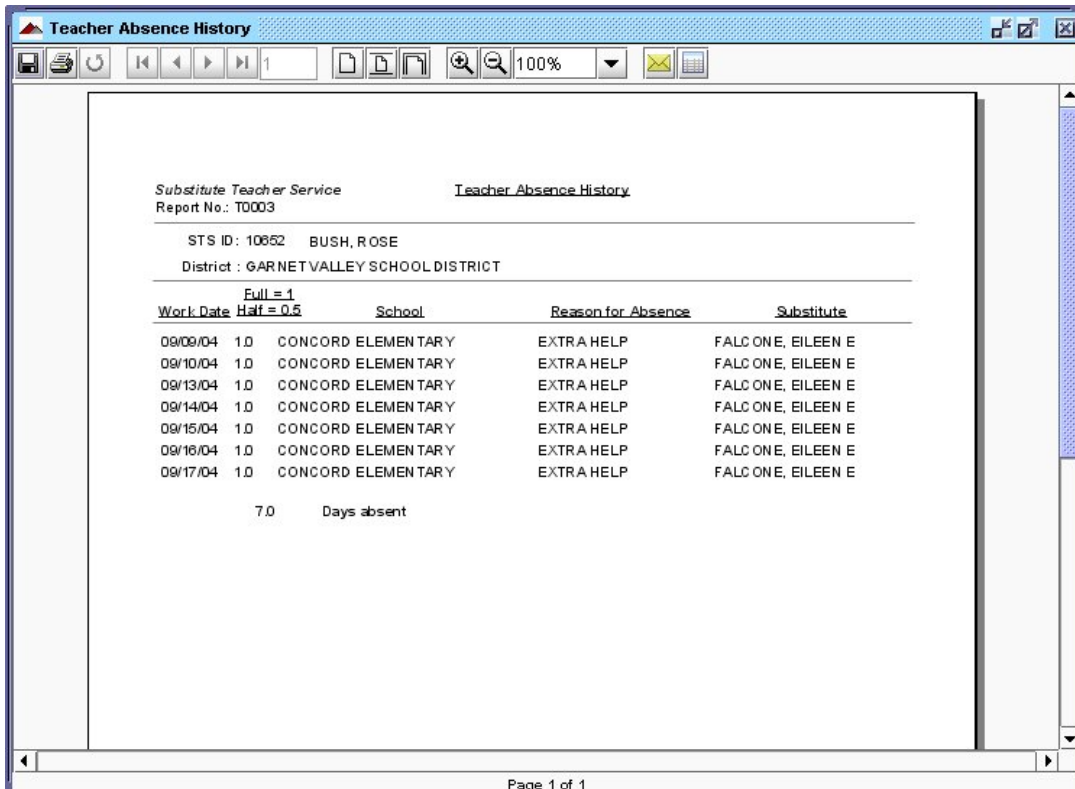
The Tools menu contains the functions you will use to view any absence that STS has for you in the current system year.

Click on the Teacher Work History item. You will be presented with another form that will ask you for the dates you want to view. Then click on the Process button.

If no records exist, you will receive a message stating the Document has no Pages. Click OK to close the dialog, and then close the report window.

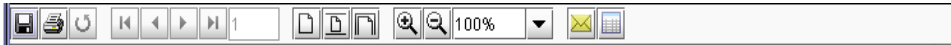


When there are pages, this is how the report will look like this:



Work Date	Full = 1 Half = 0.5	School	Reason for Absence	Substitute
09/09/04	1.0	CONCORD ELEMENTARY	EXTRA HELP	FALC ONE, EILEEN E
09/10/04	1.0	CONCORD ELEMENTARY	EXTRA HELP	FALC ONE, EILEEN E
09/13/04	1.0	CONCORD ELEMENTARY	EXTRA HELP	FALC ONE, EILEEN E
09/14/04	1.0	CONCORD ELEMENTARY	EXTRA HELP	FALC ONE, EILEEN E
09/15/04	1.0	CONCORD ELEMENTARY	EXTRA HELP	FALC ONE, EILEEN E
09/16/04	1.0	CONCORD ELEMENTARY	EXTRA HELP	FALC ONE, EILEEN E
09/17/04	1.0	CONCORD ELEMENTARY	EXTRA HELP	FALC ONE, EILEEN E
7.0		Days absent		

The Report Form Toolbar



Saving the report will default the save to wherever your “My Documents” folder is located. You can also change the file type to pdf, doc, or whatever you choose to save the file as.



Printing the report will open the Print dialog box. Choose how and where you want to print to based on the options of your computer setup.



Email Reports. Not available in this version.

Other Report toolbar options are navigating through the pages using the navigation buttons, zoom using the zoom buttons, and viewing the report as a grid.



Page Navigation Tool

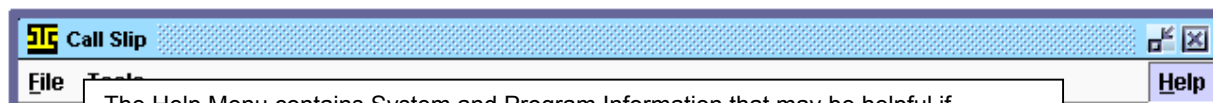


Zoom (Enlarge/Reduce) Tool



View report as a Grid Tool

The Help Menu



The Help Menu contains System and Program Information that may be helpful if required by an STS technician.

Who Am I? Gives you information about your login, location, etc.

Release History gives an overview of program releasing information, fixes, and updates.

Release Info gives information about the current version of software you are running and whether or not updates are required.

About STSCS gives information about the writers and owners of the software itself.

Help for **STS**

Who am I?

Release History

Release Info

About STS-CS

If you should have any questions or problems, look in the Contacts section. Thank you for using STSCS.