Employee Quick Reference

Technical Support: 1-800-319-4278

www.willsub.com

Activating your Willsub Account

To activate your Willsub account, you will need to visit www.willsub.com, and enter the 7 digit ID number and 4 digit PIN number that you were provided. Enter the requested information: Name, subject, email, etc… Click 'Update', and your account is activated.

After your account is activated, changes or additional job information can be made under the 'Information' menu and 'My Information'

How To Call in an Absence Request

1. Dial **1-877-945-5782 (1-877-WILLSUB)**
2. Enter your user ID, then #
3. Enter your PIN, then #
4. Select your request type:

    1. Absence Request
        a. Enter your 2 digit Leave code
    **NOTE- You may find your districts leave codes under the "Information" menu in your WillSub account or in the school office.
    7-Cancellation
    9-Record Voice Signature

5. Select your request options
    a. Full next day
        i. Press "1" to accept
        ii. Press "2" to accept without a sub
        iii. Press "3" to reschedule
    b. Partial next day
        i. Press "1" for arriving late
        ii. Press "2" for departing early
        iii. Enter in 24 hour format (i.e. 1430=2:30pm)
        iv. Press "1" to accept, Press "2" to accept without a sub or Press "3" to reschedule
    c. All other dates
        i. Enter start date (MMDDYY)
        ii. Enter number of days
        iii. Enter full or partial day
        iv. Press "1" to accept, "2"to accept without a sub or "3" to re-schedule

Recording your Voice Signature

Part of the set up process is to record a voice message for the calling system. This will allow the substitute to hear your voice and know exactly which class they will be teaching that day. An example of a voice signature would be: "Greta Montvoy, 3rd grade Art" -- it's basically like a voice mail header. This will take approx. 45 seconds to do and you will need your pin and user id:

*Note: Your account must be activated before you can record your Voice Signature

1. Dial the Willsub number 1-877-945-5782 (WILLSUB)
2. Enter your user id and pin
3. Press #9 to record voice signature
4. Record at the beep
5. To accept: Press #

How To Enter an Absence Request Online

To enter an absence request online, visit www.willsub.com, and enter your Willsub user ID and PIN.

Requests for days off can be entered in two ways online:

1. Regular—this is when you would like to have Willsub look for a sub for you.

2. Pre-arranged—this is where you and the sub have already agreed upon a date they will sub for you.

To enter a regular request:
1. Go to "Requests," "New" and choose "Regular Request"
2. Complete the required information
3. Hit the "Finish" button

To enter a pre-arranged request:
1. Go to "Requests," "New," "Pre-arranged"
2. Enter the date, select the sub you have already spoken with, then complete the information to enter the request
3. Hit the "Finish" button

Choosing Preferred and/or Excluded Subs

* You may add and delete subs from this list whenever you would like. These subs will have first priority to your requests, then, if these subs are already working, Willsub will start contacting subs from the general list.

By choosing My Excluded Subs, you will create a list of subs you do not care to have in your classroom.

1. Go to the "Information" menu
2. Choose "Preferred" or "Excluded" subs
3. Highlight the desired subs to add or exclude from the list