

## Substitute Quick Reference

**SEMS WebCenter:** <http://www.polk-fl.net/sems>  
**User ID:** Your Phone Number (example 64444444)  
**Pin:** Your Personal Identification Number

**Log On:** Open your Internet Browser and access the SEMS WebCenter site. Login information includes two identifiers that must be entered. When you have entered information in both fields, **User ID** and **PIN**, press the **LogOn** button.

**Log Off:** To end the session and disconnect from WebCenter, press the **LogOff** link found in the lower portion of the screen.

**Printing:** You can print any of the screens you are currently viewing by using your browser's print icon.

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Press the Modify Profile tab to:

- Change Telephone Number
- Change your Daily Availability
- Change your Unavailability Period

The **Telephone Number** must be entered as all numbers. Include the long distance indicator and area code only if required for the system to call you from the district office.

To indicate your **Daily Availability**, place a checkmark in the boxes for the days you are available.

To indicate that you are **Unavailable** enter the start and end date by pressing the down arrows or using the calendar icon. You are allowed only 1 unavailability date in your profile.

Press the **Update** button to validate the information. Errors will be displayed on the screen below the tabs. If the Profile was updated, a successful message will be displayed.

Pressing the **Reset** button will return the screen to the current values stored in the system.

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Press the **Available Jobs** tab to view and accept open jobs.

Select the date range for your search by pressing the down arrows or using the Calendar icon.

Press the **Search** button to display the list of jobs.

Press the **Details** link to see the job detail confirmation screen.

To accept the job, press the **Accept Job** button.

If the job has been successfully assigned to you, a message will be displayed to indicate this along with the Job Number.

Press the **Continue** button to return to the **Available Jobs** tab.

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Press the ***Review Assignments*** tab to:

- Review past, present and future assignments
- Cancel an assignment

Select the date range for your search by pressing the down arrow or using the Calendar icon.

Press the ***Search*** button to display the list of jobs assigned to you.

Prior to a job start time you may review or cancel a current job in the WebCenter. Press the job number then review the information. To cancel the job, press the ***Cancel Assignment*** bar. A successful message will display. (Remember, if you cancel a job after 9:00 pm the night before a job, you must call the school the next morning to notify them.)