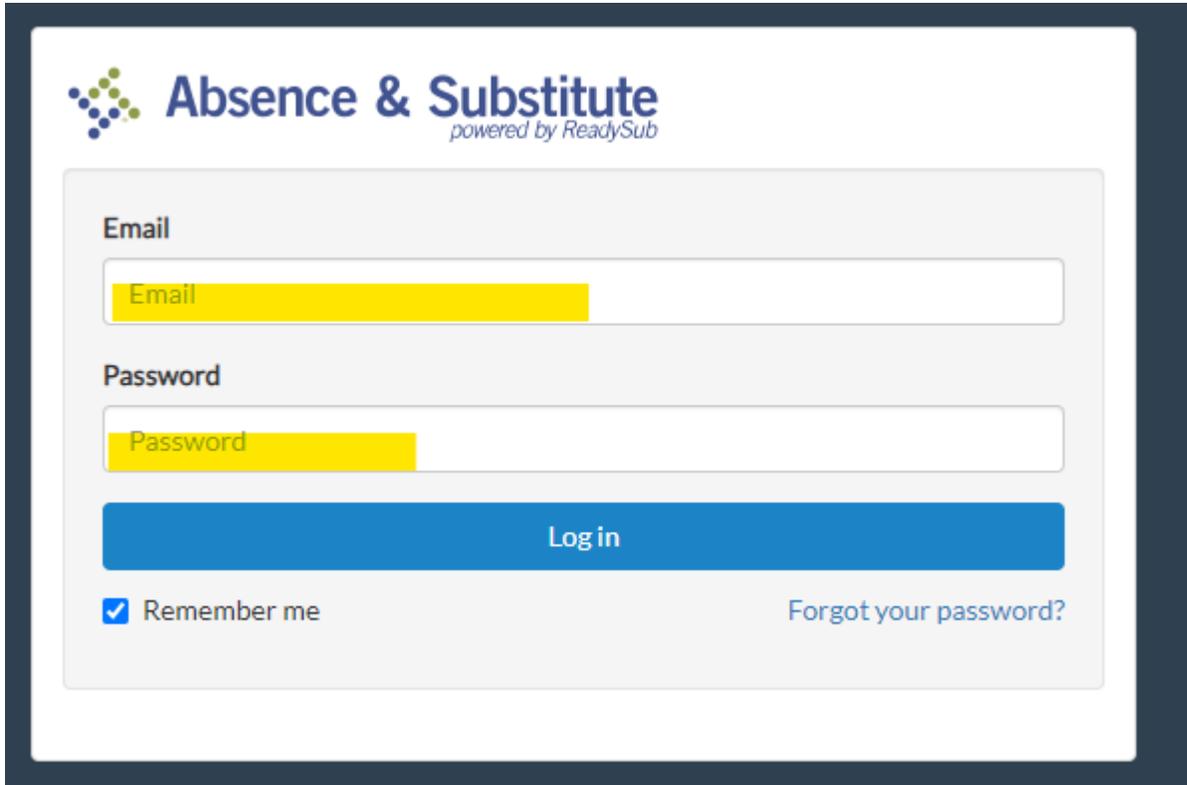


**HOW TO LOG IN TO READY SUB (ABSENCE & SUBSTITUTE):**

1. Navigate to <https://app.readysub.com/account/login>. Enter your LPS email address and password.

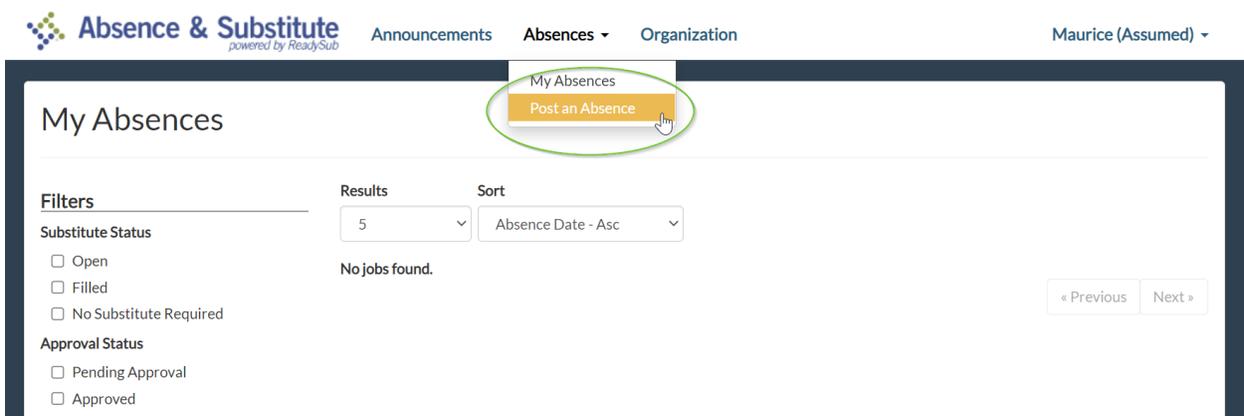


**HOW TO POST AN ABSENCE AND ASSIGN A SUBSTITUTE:**

This is a step-by-step guide on how to post an absence and assign a substitute.

**Note:** The ability to assign a substitute is a district setting and may not be available to you.

1. Navigate to **Absences > Post an Absence**.



2. Select **Single Day** or **Multi-Day**, then enter the **Date(s)**, **Start/End time**, **Job reason**, and **Job Position**. Click **Next**.

The screenshot shows the 'Itinerary' form with the following details:

- Navigation:** Itinerary (selected), Substitute, Notes / Attachments, Post.
- Date Selection:** Single Day (selected), Multi Day.
- Date:** Job Date: 05/18/2020.
- Itinerary Details:**
  - School: George Andrews High School (remove)
  - Schedule: Full Day (7:30am - 3:30pm)
  - Start: 7:30am, End: 3:30pm
  - Separate substitute schedule:
  - Job Reason: Personal
  - Job Position: 1st Grade Teacher
  - Room (optional): Enter the job room
  - Report To (optional): Select a user
  - Add Segment button
- Action:** Next > button (circled in green).

3. Select **Assign to Substitute** or any other option that applies and click **Next**.

The screenshot shows the 'Substitute Configuration' form with the following details:

- Navigation:** Itinerary, Substitute (selected), Notes / Attachments, Post.
- Substitute Configuration Options:**
  - Post to Pool
  - Request Substitutes
  - Assign to Substitute (selected and circled in green)
  - No Substitute Required
- Assign to Substitute Section:**
  - Substitute: Select a substitute
- Action:** Back, Next > button (circled in green).

4. Enter **Notes / Attachments** as needed, then click **Next**.

Itinerary > Substitute > **Notes / Attachments** > Post

Notes and Attachments

Absence Notes (optional)

Substitute Administration

Write notes or special instructions for the substitute

Attachments (optional)  
You have not added any attachments.

Add Attachments

< Back Next >

5. Click **Post Job**.

Itinerary > Substitute > Notes / Attachments > **Post**

Personnel

Employee Substitute

Terri Austin Jacqueline Barnes

Details

|                |         |
|----------------|---------|
| Classification | Teacher |
| Total Days     | 1       |

Mon 5/18

📍 George Andrews High School

🕒 7:30am - 3:30pm  
Full Day

✈ Personal  
✍ 1st Grade Teacher

< Back Post Job >