

Instructions for Substitutes

Login to the computer using the generic login for your school

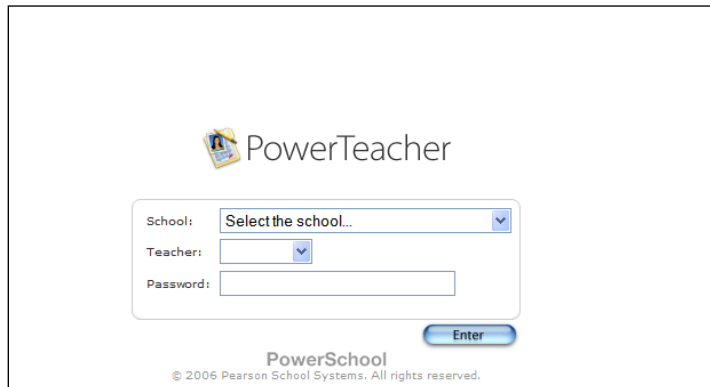
Login name - tljhsstudent
Password - tigers

Open internet explorer which should take you to the [school district homepage](#).

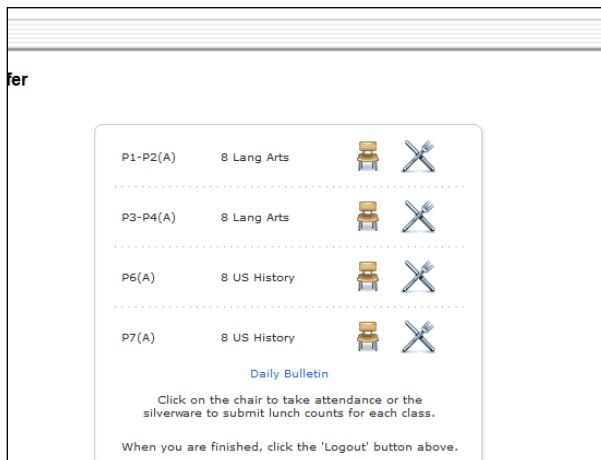
On the right side of the home page, select **staff**.

From the list on the staff page, select **Power Teacher Substitute**. This page should appear. Select the school at which you are located, select the teacher for whom you are subbing. For the password enter the number corresponding to today's date followed by the school specific password. For example if today is March 27th, you would enter 27 followed by the password

TLJHS password tigers (27tigers)



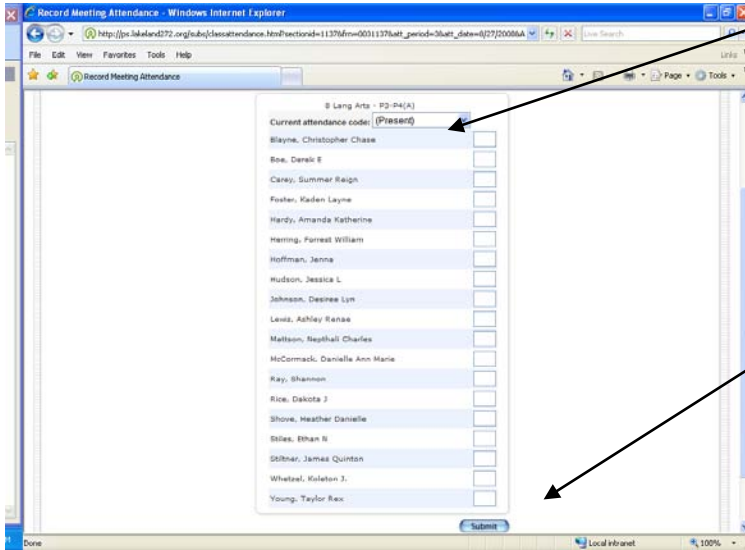
This should take you the following page.



Click on the Daily Bulletin to see the school specific bulletin.

Select the Chair to take roll and the attendance screen should appear.

Elementary schools click on the knife and fork for lunch counts



Select Unverified if the student is absent and then click in the box by the absent student's name.

When you are done, click submit.

Student Breakfast	<input type="text" value="0"/>	Adult Breakfast	<input type="text" value="0"/>
Student Lunch	<input type="text" value="0"/>	Adult Lunch	<input type="text" value="0"/>
Student A La Carte	<input type="text" value="0"/>	Adult A La Carte	<input type="text" value="0"/>
Milk	<input type="text" value="0"/>	Other 1	<input type="text" value="0"/>
Other 2	<input type="text" value="0"/>		

Student lunch is Option 1
 Student A La Carte is Option 2
 Select submit when finished

When you are done for the day, be certain to log out.