

SUBSTITUTE STAFF MEMBERS

HOW DO I FIND/UPDATE THE SUBSTITUTE TEACHER PORTAL PASSWORD FOR MY SCHOOL?

School

Sub Sign In Settings

<p>People</p> <ul style="list-style-type: none"> Student Search Staff Search Contact Search Enroll Student Create Staff Create Contact <p>Setup</p> <ul style="list-style-type: none"> School 1 System <p>Applications</p> <ul style="list-style-type: none"> PowerLunch PowerScheduler ReportWorks Developer TIENET SchoolMessenger <p>Server Information</p> <p>District: WRPS App Node: PSHRAPP02</p>	Attendance Tracking and Notification	Define parameters for attendance tracking and notification purposes.
	Full-Time Equivalencies (FTE)	Define student full-time equivalencies used when calculating ADA.
	Preferences	Specify general attendance preferences.
	Section Attendance Settings	Set attendance recording options for Sections that meet more than once on the same day.
	Calendaring	
	Automated Calendar Setup	Set up calendar days according to a pattern.
	Bell Schedules	Define bell schedules for the current school
	Calendar Setup	Assign days to membership types and schedules.
	Reporting Segments	Define beginning and ending dates for special reports.
	Contacts	
	Contact DAT Builder	Tool to generate DAT tags for exporting student Contact data
	General	
	Activities Setup	Define school specific extra-curricular activities.
	Balance Alert	Define cutoffs for fee and lunch balance alerts.
	Boundary	Define the geographical boundary for this school.
	Fee Types	Define fee types.
	Graduation Plan Setup	Enable Graduation Plan Progress for students.
	Miscellaneous	Define other setup items.
	Mobile Browser Settings	Configure behavior of admin/teacher pages when accessed from a mobile browser.
	Parent/Student Access	Configure features for parents, students, and guardians when accessing PowerSchool Mobile ar
Quick Lookup Preferences	Set display preferences for the Quick Lookup Page.	
School Map	Upload or delete school map for this school.	
Sub Sign In Settings 2	Define substitute teacher sign in IDs and passwords.	
Grading		
Class Rank	Define class rank types and set update frequency.	

Substitute Sign In Settings

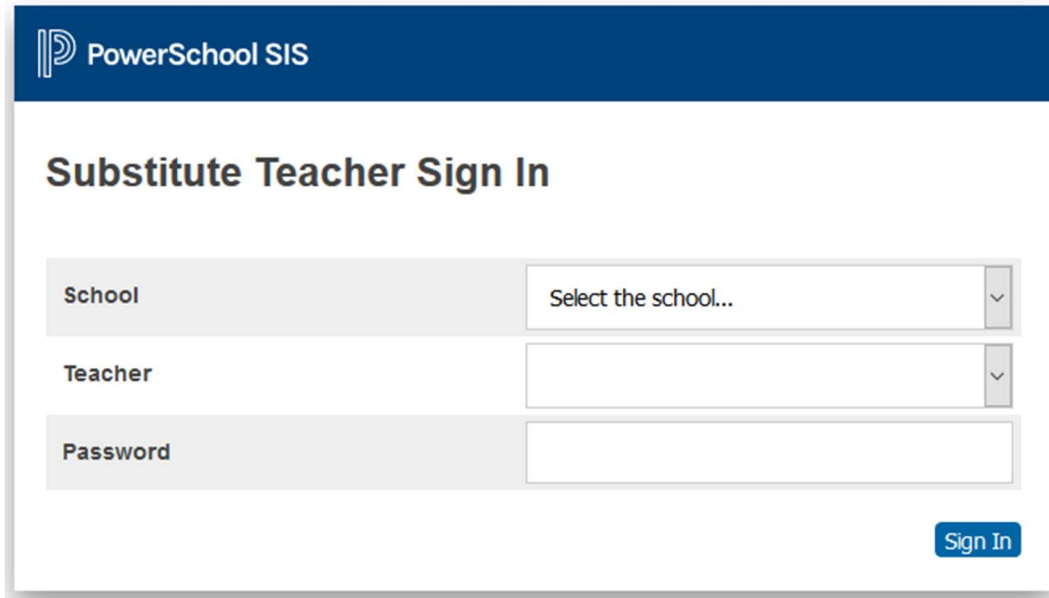
Substitute Sign In Password

Include current date?

The **Substitute Sign In Password** should be updated regularly.

HOW DO SUBSTITUTE TEACHERS ACCESS POWERSCHOOL?

<https://sishrsb.ednet.ns.ca/subs/pw.html>

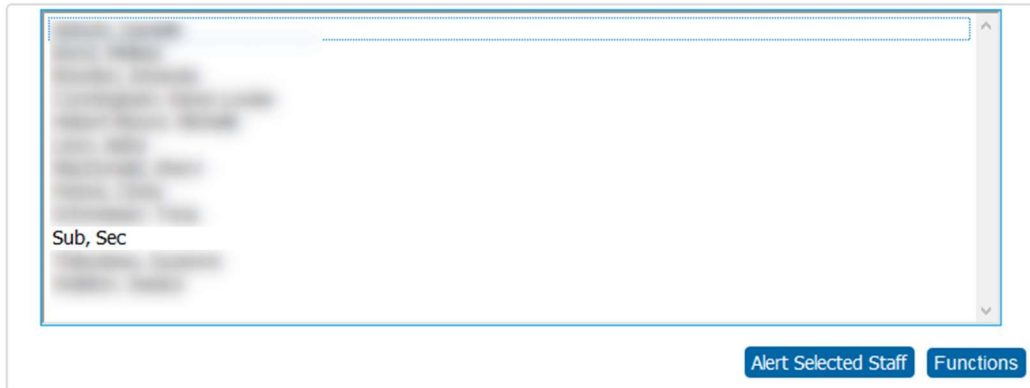


The image shows a screenshot of the PowerSchool SIS web interface. At the top, there is a dark blue header with the PowerSchool SIS logo and text. Below the header, the page title "Substitute Teacher Sign In" is displayed. The main content area contains three input fields: "School" (a dropdown menu with "Select the school..." as the placeholder), "Teacher" (a dropdown menu), and "Password" (a text input field). A blue "Sign In" button is located at the bottom right of the form area.

HOW DO I UPDATE THE SUBSTITUTE ADMINISTRATIVE ASSISTANT ACCOUNT?

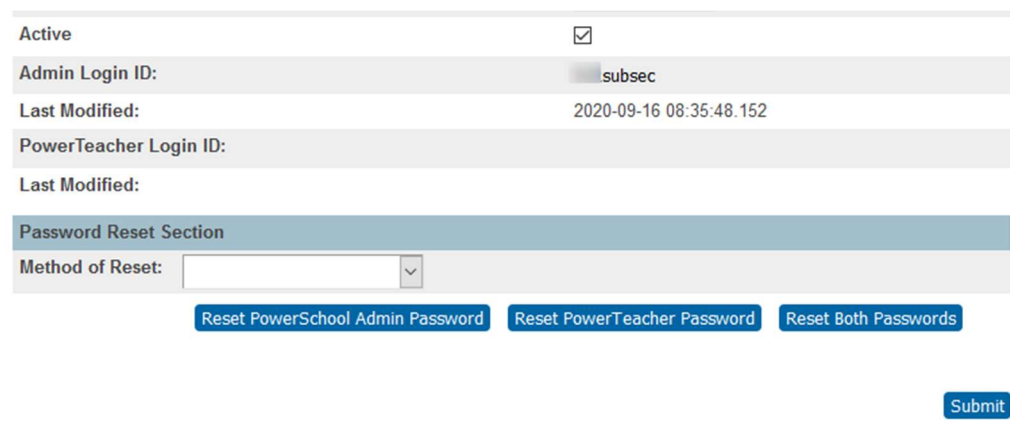
On the main page of PowerSchool, click the **Staff** tab. Search for an account Sub, Sec:

Select A Staff Member - (12)



The screenshot shows a search interface for staff members. At the top, there is a search box containing the text "Sub, Sec". Below the search box is a list of search results, which is currently blurred. At the bottom right of the search results area, there are two buttons: "Alert Selected Staff" and "Functions".

On the **Information** page, you can see the **Admin Login ID** for the account and do a password reset:



The screenshot displays the 'Information' page for a staff member. The page includes the following fields and sections:

- Active:** A checkbox that is checked.
- Admin Login ID:** A text field containing the value "subsec".
- Last Modified:** A text field containing the timestamp "2020-09-16 08:35:48.152".
- PowerTeacher Login ID:** A text field that is currently empty.
- Last Modified:** A text field that is currently empty.
- Password Reset Section:** A section with a "Method of Reset:" dropdown menu.
- Buttons:** Three buttons are located below the dropdown: "Reset PowerSchool Admin Password", "Reset PowerTeacher Password", and "Reset Both Passwords".
- Submit:** A "Submit" button is located at the bottom right of the page.

It is recommended to choose **Display in Pop-up Window** to complete the password reset.



IMPORTANT: NEVER SHARE YOUR USERNAME OR PASSWORD.

Substitute staff members should access PowerSchool using the tools designed for substitutes, not using your username and password.