

SID Login (Start Here)

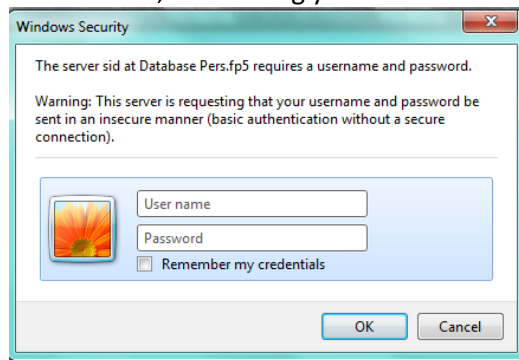
Substitute Access

Here are some instructions on the **SID** program that will help you through the operation of the program. You will need to use **Internet Explorer 6.0 or higher, Fire Fox 3.6.12 or Safari.**

First you need to go to SID Home Page <http://sid.ginw.org>.
Click on **Access** button.



Next you will get a Login box like this; this will log you in to the **SID** database.



Here you will login as: **Users Name:** Subfor
Password: Substitute

Next you will be asked to login to your **SID** account:



If you do not remember your password then click on **I Forgot My Password** and proceed below (*if you do know your password, then enter it now and click on submit and go page 3, if this is your first time logging in then you will be taken to Change Your Password on page 3*).

Enter your last name (and/or) first name and press **Submit** button.

I Forgot My Password

Place Information in one field, or on Multiple fields.

Last Name: AND / OR

First Name:

Return: All records at a time.

A list Screen will come up; you will select your name from here.

Password Find

Click on your name to retrieve your password.

Name	Building	Email Address
Mic Doe		micdoe@mail.com

Information Screen will come up showing your information; check this over to make sure this is correct. If it is correct then, click on the **E-Mail** button and the Information will be sent to you. The login page will return to you so you may login and proceed to the menu page. If the E-Mail address is incorrect, then call (308-385-6398) or email Kim Gibson (kgibson@esu10.org) and the information will be corrected.

Check to make sure this is you.

Your Name: *Mic Doe*,

Building:

E-mail: *micdoe@mail.com*

If this is you, requesting your password, it will be E-mailed to you, click

If you can not get your password because some of the information is in correct, then you will need to contact Inventory Manager or building administrator and let them know what information needs to be corrected.

After logging into **SID** and if this is the first time you logged in, you will see a **Change Password** screen something like this:

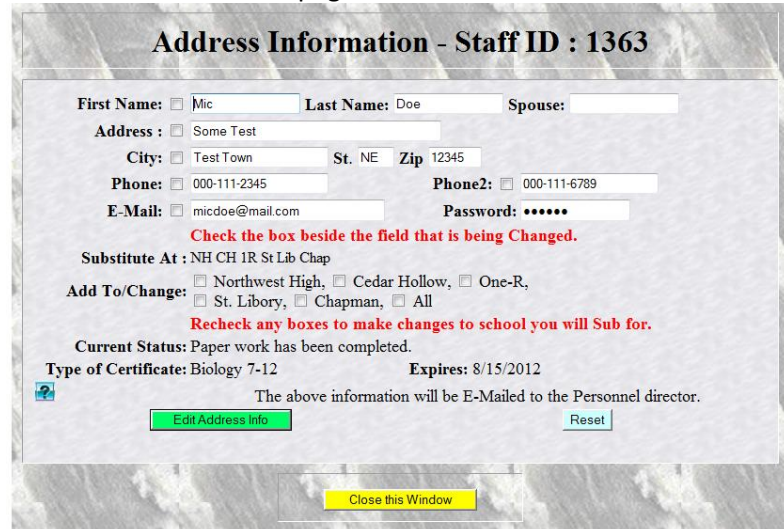


Enter your new password in the **New Password** Box. The password can be made up of number-letters or symbols. The maximum length is 15 characters. Then press **Change password**. Once the password is changed you will be taken to the Main Menu.

After Logging in to **SID** you will see a **Main Menu** something like this:



On **Main Menu > General Info**, Click on **About Me** to make changes to your personal information. An address Information page like this will show.



Here you can update information about yourself and once you press **Edit Address Info**, this information will be emailed back to the district office.

On the **Main Menu > General Info**. Click on **My Substitute List** to see a listing of your substitute days that have been assigned to you.

The screenshot shows a window titled "Information for Mic Doe - Staff ID: 1363". Below the title, there is a section labeled "General Info" with four links: "About Me", "My Substitute List", "My Time Report", and a yellow button labeled "Close this Window".

The list will show the assigned record number, Substitute Date, Teacher you will be substituting for and the school.

The screenshot shows a window titled "Substitute List". Below the title, there is a text instruction: "Click on the **record#** to see detailed information." followed by a help icon. Below this is a table with four columns: "Record #", "Substitute Date", "Teacher", and "School".

Record #	Substitute Date	Teacher	School
2467	1/10/2011	Jane Doe	Northwest High School

At the bottom of the window, there are two yellow buttons: "Refresh Page" and "Close This Window".

When you click on the record number you will see a more detailed box.

The screenshot shows a window titled "Mic Doe Substitute DETIAL for". Below the title, there is a table with two columns: "Building:" and "Record #:".

Building: Northwest High School	Record #: 2467
Teacher: Jane Doe	
Substituting on: 1/10/2011,	Full Day
Comments: test check to see if this work ok	

At the bottom of the window, there are two yellow buttons: "Print" and "Close Window".

Not listed at this time, is the My Time Report. This feature will be added in the future and will show your past substitute days.