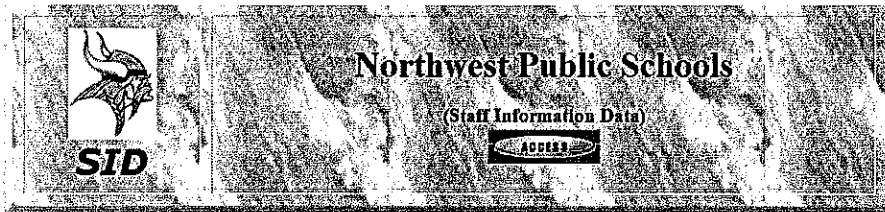


SID Login (Start Here)

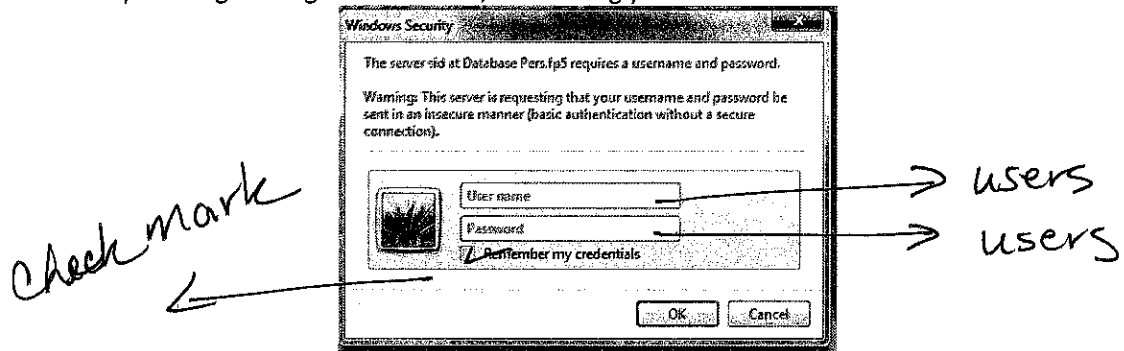
Substitute Access

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 or Safari.

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

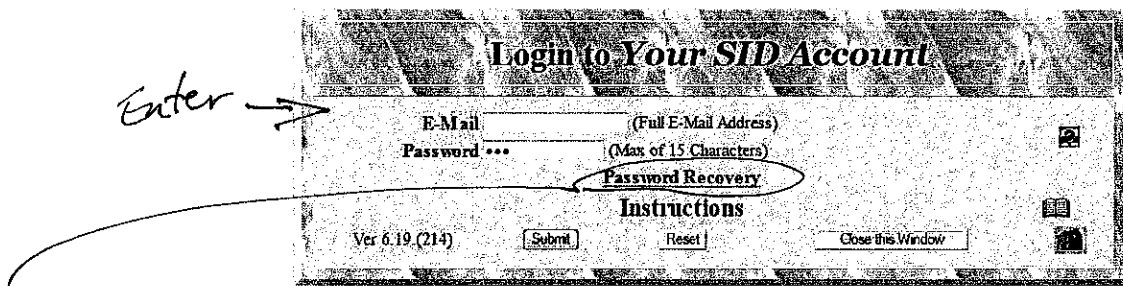


Next you will get a Login box like this; this will log you in to the SID database.



Here you will login as: **Users Name:** Ask for Name
Password: Ask for Password

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



If you do not remember your password then click on Password Recovery 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.

Password Recovery

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 Recovery

Click on your name to retrieve your password.

Name	Building	Email Address
Jane Doe	Northwest	jadoe@ginw.org

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: Jane Doe,
Building: Northwest
E-mail: jadoe@ginw.org
StaffID: 1363

If this is you, requesting your password, you can click on Password Recovery or have it E-mailed to you, click

If you can not get your password because some of the information is incorrect, then you will need to contact the SID Manager or your 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:

Information for Jane Doe - Staff ID: 1363

Change Password

Old Password: *****

New Password: (Max of 15 Characters)

Question: [dropdown]

Answer: [text]

[Change Password] [Clear]

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, you will also be asked to select a Question and Answer for Password Recovery, 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:

Information for Jane Doe - Staff ID: 1363

General Info

About Me

My Substitute List

My Time Report

Close this Window

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

Address Information - Staff ID: 1363

First Name: Jane Last Name: Doe Spouse: [text]

Address: Some Tast

City: Test Town St. NE Zip: 12345

Phone: 000-111-2345 Phone2: 000-111-6789

E-Mail: jdoe@syn.org Password: *****

Check the box beside the field that is being Changed.

Substitute At: NHCH IR St Lib Chap

Add To/Change: Northwest High, Cedar Hollow, One-R,
 St. Liberty, Chapman, All

Recheck any boxes to make changes to school you will Sub for.

Current Status: Paper work has been completed.

Type of Certificate: Biology 7-12 Expires: 8/15/2013

The above information will be E-Mailed to the Personnel director.

Password Recovery

Question: What was your first pet's name? [dropdown] -Please select a question.

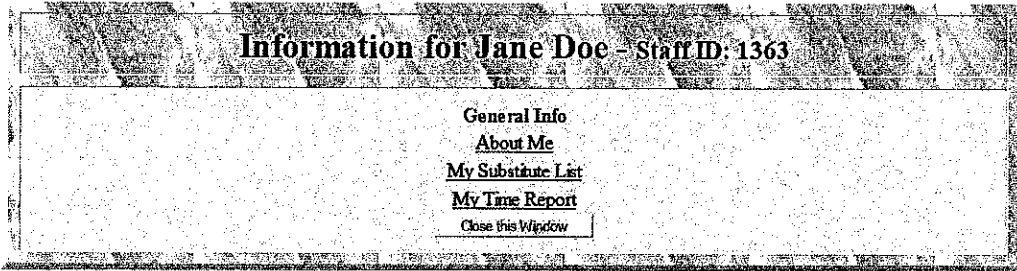
Password: [text]

[Edit Address Info] [Reset]

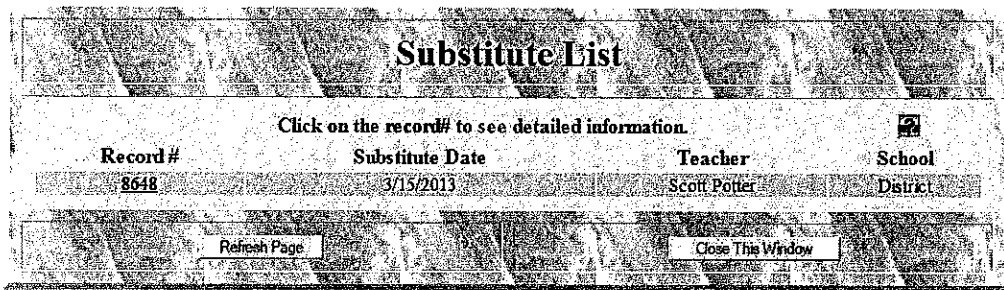
Close this Window

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

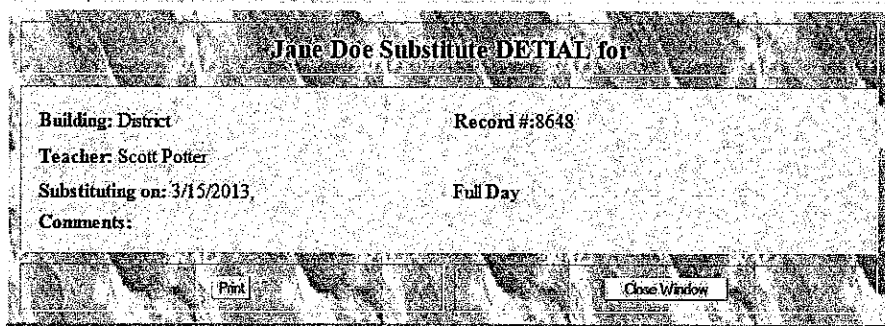
On the **Main Menu > General Info**. Click on My Substitute List to see a listing of your substitute days that have been assigned to you.



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



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



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.