

Hi All & Welcome Back!

As I hope everyone is aware, we have moved to an Automated Substitute Management System for the 17/18 school year!! As a teacher, you will now be able to:

1. Call in your absence and let the system notify your admin and find you a sub; no need to call front office!
2. Pre-arrange your subs and enter them into system ahead of time; even include instructions and lesson plan! 😊
3. Never complete another leave form! You will indicate the reason for your absence i.e. Undifferentiated, Professional, Jury Duty, etc. and the system will keep track for you!

\*\* Prior to using the website, each employee will need to call (928) 228-2283 to record their name and activate their profile. Your ACCESS ID is the last five digits of your SSN. Your PIN is the same digits reversed. Ex: 12345 Pin: 54321. These numbers will be the same for the Username and Password on the website.\*\*

It's that easy.

Once you have activated your profile, please go to the following link and log in to make sure your setup information is correct. You may also bookmark the page for future use.

<https://showlowunifsd.eschoolsolutions.com/logOnInitAction.do>

I know you are super busy with your students, but please take a few minutes to complete your profile and utilize the automated system. You will enter ALL absences here, even if you do not require a sub. We will no longer be accepting paper leave forms so your cooperation with this transition is very much appreciated!! I've also attached a Quick User Guide for step-by-step instructions if needed.

Thanks so much!!

*Venessa Beecroft*

Payroll/Benefits Specialist  
Show Low Unified School District  
928.537.6011 Ext. 1051