

The Lee County School District's
Leave Management System
System's automated line: 332-3737
LMS Service Center: 335-1445
Office hours: 6:30am – 2:00pm (Mon – Fri)

**SUBSTITUTE TEACHER'S QUICK REFERENCE
CARD**
For WebCenter Access

WebCenter address: <https://lms.lee.k12.fl.us>

User ID: (enter your permanent phone #, no dashes,
and no area code)

PIN: _____
(received by calling the system – 332-3737)

Log on: Open your Internet Browser and access the LMS WebCenter site. Login information includes two identifiers:

1. The user ID is your permanent phone # (not the call-back #). Your permanent phone # can only be changed by submitting a written request.
2. The PIN # is received by calling the system's phone # (332-3737).

When you have entered info in both fields, press the *LogOn* button.

Log off: To end the session and disconnect from WebCenter, press the *LogOff* link.

Printing: You can print any of the screens you are currently viewing by using your browser's print icon.

Press the **Modify Profile** tab to:

- ◆ Change the phone # the system contacts you
- ◆ Review Daily Availability
- ◆ Review Unavailability Period

The **Phone Number** must be entered as all numbers and should include the long distance indicator and area code (if required) for the system to call you from the district office. (**Note:** you must submit a written request in order to change the number permanently)

To indicate your **Daily Availability**, place a checkmark in the boxes for the days you are available.

To make yourself **Unavailable**, press the down arrows to select the Month/Day/Year for the Start Date and the End Date.

Press the **Update** button to validate the information. Errors will be displayed on the screen below the tabs. If the Profile was updated, a successful message will be displayed.

Pressing the **Reset** button will return the screen to the current values stored in the system.

Press the **Available Jobs** tab to view and accept open Jobs.

Select the date range for your search by pressing the down arrows.

Press the **Search** button to display the list of jobs.

Press the **Details** link to see the job detail confirmation screen.

To accept the job, press the **Accept Job** button.

If the job has been successfully assigned to you, a message will be displayed to indicate this along with the Job Number.

Press the **Continue** button to return to the **Available Jobs** tab.

Press the **Review Assignments** tab to:

- ◆ Review past, present and future assignments
- ◆ Cancel an assignment

Select the date range for your search by pressing the down arrows.

Press the **Search** button to display the list of jobs assigned to you.

Press the **Cancel** link to cancel that assignment. Select the reason for canceling from the drop down menu (If you cancel a job within 24 hours of the assignment's starting time, you must also contact the school site).

You have **not** cancelled the assignment until you press the **Cancel Job** button. A successful action will display to confirm the cancellation.

Please note: You have the option to cancel out of future day assignments only. You do not have the option to cancel out of prior day absences, nor active assignments.