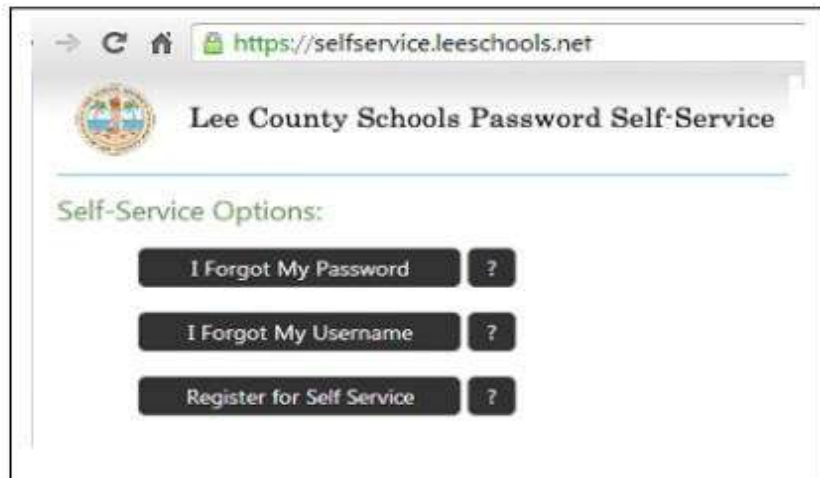


New Self Service web-site for Substitute Teachers

<https://selfservice.leeschools.net>

For the 1st time, substitute teachers (and all Lee Schools employees) can now:

1. Find out what their current username is. (Primarily for new or transferred employees.)
2. Register for Self Service so in the future they can reset their own passwords.
3. (Once registered), can reset their password if ever they forget it or it expires after the 90 days.



USERNAME:

PASSWORD:

Email:

@leeschools.net

DID:

PIN:

SafeSchools: lc-

✓ New Substitute teachers will want to first find out what their username is.

- Select "I forgot My Username"
 - Enter the last 4-digits of your SSN
 - Enter your last name
 - Click "Lookup Username"

✓ All employees are required to Register for Self Service

- Employees must already know their password for this step*
- Select "Register for Self Service (there may initially be a delay – be patient)"

Answer at least 3 of these 5 questions:

- ✓ What is your mother's maiden name?
- ✓ What was the name of your High School?
- ✓ Who was your childhood best friend?
- ✓ What was your first car?
- ✓ What is your favorite movie?

***Note: The initial password for substitute teachers is their 9-digit Emp ID # (D.I.D)**

If you do not know your password or it has expired beyond 90 days and have not yet registered for Self Service, please contact the Help Desk at (239) 337-8221, Mon-Fri, 7am-4:30pm for a password reset.

- ✓ Once employees have successfully registered for Self Service, at anytime from anywhere they can choose the "I forgot My Password" button and reset their password to a new one. The new password requirements are: A minimum of 6 characters and – none of the past 5 passwords can be used.

Please note: With your School District e-mail account username and password you can:

- Log on to a school computer
- Read School District e-mail: [Http://mail.Leeschools.net](http://mail.Leeschools.net)
- Log in to PeopleSoft to register for classes or view employment records: [Https://Peoplesoft.Leeschools.net](https://Peoplesoft.Leeschools.net)
- Take your Acceptable Use of Internet and Technology Training course: [Http://AcceptableUse.Leeschools.net](http://AcceptableUse.Leeschools.net)
- (Once registered), reset your e-mail account password by answering the security questions: [Http://Selfservice.Leeschools.net](http://Selfservice.Leeschools.net)

Quick Reference Guide for Substitute Teachers

Questions about....

Leave Management System

Adding schools or subjects

Not receiving jobs

Locked out of system

Professional Development

Availability of courses for substitutes

Course completion status

General Questions

Paperwork

Changing personal information

Ending Sub Employment

PeopleSoft

All problems

Contact:

Christine Blanchard: 239-335-1445

ChristineABL@LeeSchools.net

(Payroll Department)

Cindy McClung: 239-337-8632

CindyKM@LeeSchools.net

(Staff Development)

Sheri Morris: 239-461-8486

SheriWM@LeeSchools.net

(Human Resources Department)

Help.ELM-Peoplesoft@LeeSchools.Net

or Julie Holcomb: 239-337-8370

JulieAH@LeeSchools.Net

Safety Training Program Glitches*

Frozen Screen

Inability to click on correct answer

Unable to log in *

Scenario Learning, LLC:

(800) 434-0154

Have a question? Please contact Robbyn Hall RobbynSH@LeeSchools.net

***REMINDER-IT TAKES 4 WEEKS (30 DAYS) FROM YOUR HIRE DATE FOR SAFE SCHOOLS LOG IN TO BE AVAILABLE FOR YOU TO COMPLETE YOUR TRAINING.**

You have 60 days from hire date to complete the Safety Training. If it has been more than 30 days from your hire date and you are still unable to log in contact Sheri Morris at 461-8486 to confirm your employee ID number.

Self Service Web-site

School District E-Mail

Username & Password

Acceptable Use of Internet Training

<https://selfservice.leeschools.net>

Bencor (FICA Alternative)

Distribution of Funds*

*After ending sub employment

Cecilia (Sharon) George: 239-337-8197

CeciliaTG@LeeSchools.net

(Human Resources Department)

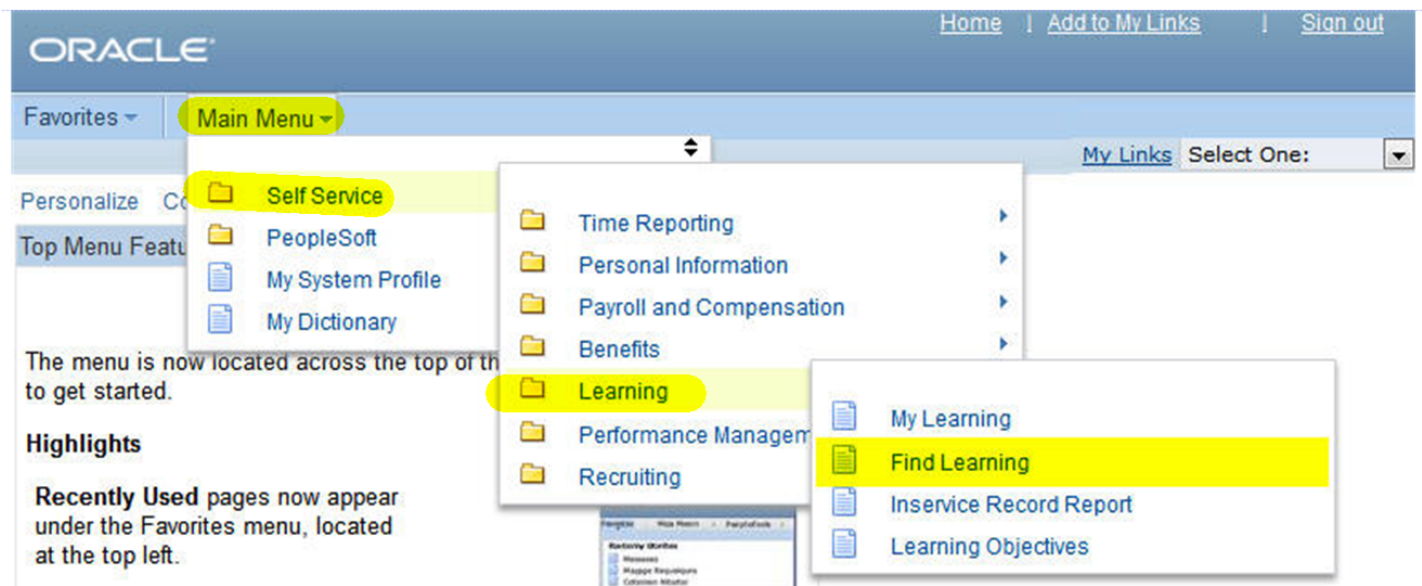
All other Bencor questions

Bencor: 239-283-8884

To Enroll into Substitute Teacher Courses

From your browser go to: **lcapst.org** then **PeopleSoft Logon**
Use your District email address/password to login (two screens from home).

1. Click the [**Main Menu**] link.
2. Click the [**Self Service**] link.
3. Click the [**Learning**] link.
4. Click the [**Find Learning**] link.
5. SEARCH term is **substitute**.
6. You may have to scroll down the list to [**ENROLL**] into your course.



Courtesy of:



The **lcapst** is an advocacy organization that champions benefits, better pay, and training; helps look out for the overall welfare of substitute teachers in Lee County FL.

lcapst.org

To Complete Your Course Evaluations

From your browser go to: **lcapst.org** then **PeopleSoft Logon**
Use your District email address/password to login to next two screens (from home).

1. Click the [**Main Menu**] link.
2. Click the [**Self Service**] link.
3. Click the [**Learning**] link.
4. Click the [**My Learning**] link.
5. Click the [**class title**] for the course.
6. When the Activity Progress page is displayed click the [**Launch**] link to the right of the Post-Course Evaluation (be patient); scroll down if necessary.
7. Click the [**Search**] button (no text should be entered into any of the search fields), and the evaluation will be displayed (be patient [you may need to scroll up after it appears]).
8. Complete the evaluation and click [**Save and Submit**] (give it 30 sec)... then...

To Verify Completion of a Course Evaluation while in PeopleSoft:

1. Click on the [**My Learning**] link.
2. Click the [**Date**] column heading twice to sort the data chronologically.
3. Enrollment status will display as [**Complete**]... and,

To Print Your Completed Inservice Certificates

Click the [**Print Certificate**] for the course.

Courtesy of:



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lcapst.org

Re: Identifying and Reporting Child Abuse Required Training

You can enroll in the training at: <http://www3.fl-dcf.org/RCAAN/>

- Enroll as a new user
- Use your leeschools.net email address
- Use a new password for this site
- Enter any Lee County school in which you have subbed
- Upon completion, print out your certificate
- Add your DID# onto the certificate
- **Make a copy** and send **it** directly to:

Jennifer Zengel
Student Welfare and Attendance
School District of Lee County
2855 Colonial Blvd
Ft Myers, FL 33966

TIPS: Sourcebook is over 100 pages; Quick Guide is 3 pages.

It is suggested that you set aside an hour to complete this training in one fell swoop.



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lcapst.org



How to Log into Lee County School District Websites



To log onto a **District Computer** or into the **District Network...**
Use your personal
District Email User Name and **Password**
(aka) **District Email Log In**



To log into **District Email/District Web Mail...**

Use your personal
District Email User Name and **Password**

PeopleSoft 9.2 Enterprise Portal Sign-In



To log into **PeopleSoft...** use your **District Email Log In**



From other than a **District Computer**, you will be asked to sign in via **Secure Login...** use your **District Email Log In**

If you are having **any issues** with PeopleSoft... please contact: Help.ELM-PeopleSoft@leeschools.net and let them know the specifics.



To log into the **LEAVE MANAGEMENT SYSTEM (LMS)...**

Use your personal nine (9) digit **DID#** as the **User ID** and your personal six (6) digit **PIN** as the **Password**



To log into **SafeSchools** to satisfy some of the employee **REQUIREMENTS...**

Use **"LC-"** plus your personal **DID#** as the **Username**

Sample **Username**: LC-123456789