

How to Cancel an Assignment

1. Go to the lcapst.org homepage and select **Leave Management System (LMS)**
2. Submit your **9 digit Employee # (User ID)** and **Pin (Password)**
3. Click on **Review Assignments** then follow the steps in sequence:

← → ↻ 🏠 <https://leecounty-fl.eschoolsolutions.com/logOnInitAction.do>

Leave Management System (LMS)
System Phone #: 449-9914
Help Service Center Phone #: 335-1445

Instructional Teachers and Guest Teachers:
User ID: 9 digit Employee ID number (Access ID#)
Password: 6 digit PIN number

Forgot your PIN? You can select "Trouble Signing in?". You must already have a email address in your SFE profile. You may also call the LMS Help Desk to reset your PIN to your Access ID#. You will then have to re-register as a new user via telephone access.

If you are a new hire or never registered with the system, please call 449-9914 to register. You will be prompted to enter your Employee ID number in twice, both as your Access ID and then again as your PIN number. You will then create a six digit PIN number you can remember.






en espanol

User ID
 Password

Submit
Trouble signing in?

<https://lms.leeschools.net/substituteCalendarAction.do>



Leave Management System (LMS)
Lee County School District
Help Service Center: (239) 335-1445 (6:30am - 2:00pm)

Home Schedule Available Jobs **Review Assignments** 3

Review Assignments

Display Format: List Calendar

Search From: To:
(MM/DD/YYYY) (MM/DD/YYYY)

Job Number: Note: Search by job number will not use the date range

Search

Job #	Start Date/Time End Date/Time	Location Classification	Employee in for Work Days
<u>734017</u>	04/07/2015 07:15 AM 04/07/2015 03:10 PM	Lehigh Elementary TCH Elementary Kindergarten	Johnson, Kristina Tue
<u>734034</u>	04/08/2015 08:15 AM 04/08/2015 03:45 PM	Lehigh Elementary TCH Elementary Kindergarten	Justus, Linda Wed
<u>777777</u>	04/14/15 07:15 AM 04/14/2015 03:10 PM	Lehigh Elementary TCH Music Elem	Immet, Meredith Fri

4. Hit calendar & click on 04/14

5. click on job# for 04/14

Review Assignment Detail

Job Number: 77777
Job Status: Active/Pre-arranged
Employee in for: Miller, Meredith
Location: TCH Music Elementary
Address: 1711 Country Club Rd.
Delight Acres, FL 33971
Telephone: 239-335-1445
Classification: TCH Music Elem.
Voice Instructions: None
Text Instructions: None
File Attachments: None
Date: 04/01/2015 - 04/01/2015

Monthly Schedule: 04/01/2015 - 04/01/2015

6. list reason (hit Down Arrow)

A Cancellation Reason is required to cancel this assignment

Cancellation Reason:

[Cancel Assignment](#)

[Return To List](#)

7. Click on Cancel Assignment

It will inform you if you are successful... then you can **Sign Out**.

PLEASE NOTE: If you need to cancel within 1 hour of your scheduled assignment, you will need to call the Help Service Center at:

239-335-1445



REV.JAN2017