Help!! Quick Reference Guide for Guest Teachers

Questions about ….

**Leave Management System (LMS)**
- Adding schools or subjects
- Not receiving jobs
- Locked out of system
- Payroll related issues

**PeopleSoft**
- Login questions and concerns

**Enterprise Learning Management (ELM)**

**Professional Development**
- Current Coordinator: Christine Christensen, M.A.
  ChristineCh@LeeSchools.net

**General Guest Teacher Questions**
- Paperwork
- Changing personal information
- Ending Employment

**SafeSchools Program Glitches**
- Frozen Screen
- Inability to click on correct answer
- Unable to log in

**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 your 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 Heather Cook at 239-461-8486 to confirm your Employee ID number (EID/DID).

**Self-Service Website**
- School District Email
- Username & Password
  [https://selfservice.leeschools.net](https://selfservice.leeschools.net)
- IT Help Desk: 239-337-8221

**Acceptable Use of Internet Training**
- [https://acceptableuse.leeschools.net](https://acceptableuse.leeschools.net)
- IT Support: 239-337-8221
  HelpDesk@LeeSchools.net

**Bencor (FICA Alternative)**
- Distribution of funds after ending sub employment
- All other Bencor questions
  Bencor (local): 239-689-3554