



sub-select-teacher

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When you log in to TeacherPortal, the Announcements page is the first page displayed. From here, you must specify the teacher you are substitute teaching for. You must select the teacher each time you log in.

In the **Select a teacher to substitute for** field, select the teacher you are substitute teaching for.

- Only teachers you are assigned to teach for are listed.
- The substitute teacher beginning and ending dates also determine which teachers are listed.

If the beginning date is in the future, the teacher is not listed until the current date is within the range of dates specified. Once the current date is past the substitute's ending date, the teacher is no longer listed.

Click **Select Teacher**.

A message is displayed indicating that you are now substitute teaching for the selected teacher. The teacher's three-digit control number is also provided.

NOTE: Once you have selected a teacher, the Update Profile page is no longer available. See the Update Profile Settings section below for information about how to update your profile settings.

To select another teacher, you must log out, and log in again. Then, select a different teacher.