



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 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.