

**To Register as a New User and Receive a PIN:**

1. Press the \* key when the system asks for a PIN.
2. Press **1** at the following prompt:  
If you are calling as a substitute, press 1. If you are calling as an employee, press 3.
3. Enter your ID by pressing the keys on your telephone keypad.
4. Follow the prompts to **record your name**.
  - Press **1** to accept the recording.
  - Press **9** to re-record.
5. Listen to your PIN.
  - Press **9** to review your PIN.
  - Press **1** once you have written your PIN on the front of your quick reference card.
6. Listen to the telephone number the system will use to call you.
  - Press **1 if correct**
  - Press **9** if not correct or missing

**To Review Your PIN or Re-record Your Name:**

1. Press the \* key when the system asks for a PIN.
2. Press **1** at the following prompt:  
If you are calling as a substitute, press 1. If you are calling as an employee, press 3.
3. Enter your ID by pressing the keys on your telephone keypad.
4. Press **1** to hear your **PIN OR**  
Press **3** to change the recording of your **name**.
  - Press **1** to accept the recording.
  - Press **9** to re-record

**COMPTON UNIFIED SCHOOL DISTRICT'S  
SEMS QUICK REFERENCE CARD  
FOR SUBSTITUTES**

System Phone Number: (310) 898-6106 or 898-6107

Help Desk Phone Number (310) 639-4321 ext. 55185

Write your PIN here: \_ \_ \_ \_ \_

**\*\*\* WHEN THE SYSTEM CALLS YOU\*\*\***

**Enter your PIN to hear a job offer or job cancellation  
OR  
Press \* to ask the system to wait or set Do Not Disturb**

**The System Calls during these times:**

|          | <b>Today's Jobs</b>                     | <b>Future Jobs</b>        |
|----------|---|---------------------------|
| Weekdays | Starts at<br>05:30 a.m. –<br>11:30 a.m. | 06:00 p.m –<br>09:00 p.m. |
| Saturday | None                                    | None                      |
| Sunday   | None                                    | 06:00 – 09:00 p.m.        |
| Holidays | None                                    | 06:00 – 09:00 p.m.        |

**To Hear a Job offer:**

1. Enter your PIN.
2. Press **1** to hear the job information.
3. Press **1** to **accept** the job **OR**  
Press **5** to **hear the job again OR**  
Press **9** to **decline** the job.  
If you decline a job, enter the reason for declining.

**To Hear a Job Cancellation Announcement:**

1. Enter your PIN.
2. The system will play a message that your assignment has been cancelled.
3. Press **1** to **hear the cancellation again OR**  
Press **5** to **hear unassigned jobs** to accept **OR**  
Press **9** to **exit**.

**To Ask the System to Wait:**

1. Press the \* key
2. Press **1**. The system will wait 2 minutes for your PIN to be entered.

**To Set Do Not Disturb:**

1. Press the \* key.
2. Press **3**. Follow the prompts to enter a time to resume calling or accept the maximum time

**\*\*\* WHEN YOU CALL THE SYSTEM\*\*\***

**Enter your PIN to hear the MAIN MENU:**

- 1 – Change your Telephone Number**
- 2 – Set a Do Not Disturb time**
- 3 – Hear Available Jobs**
- 5 – Review or Cancel your Assignments**
- 7 – Review or Modify your Period of Unavailability**
- 8 – Review or Modify your Daily Availability**
- 9 – Exit**

**To Change your Telephone Number :**

1. Press **1** to change the telephone number the system dials to contact you.
2. The system plays the number it currently calls to reach you.
  - Press **1** to **change** the telephone number **OR**
  - Press **9** to **keep** the number as is.
3. The system repeats the new number.
  - Press **1** to **accept** the number you entered **OR**
  - Press **5** to **re-enter** the number.

**Set a Do Not Disturb Time:**

1. Press **2** to review or modify your Do Not Disturb time setting,
2. If you do not have a Do Not Disturb time setting
  - Press **1** to **enter a time** to resume calling or accept the maximum time **OR**
  - Press **9** to **exit**If you have a Do Not Disturb time setting
  - Press **1** to **remove** the time setting
  - Press **9** to **exit**

**To Hear Available Jobs:**

1. Press **3** to hear available jobs
2. Press **1** to **accept** the job **OR**  
Press **3** to **hear the job information again** **OR**  
Press **5** to **decline** the job **OR**  
If you decline a job, enter the reason for declining.  
Press **7** to **hear another job**.

**To Review or Cancel Your Assignments:**

1. Press **5** to review or cancel job assignments.
2. Press **1** to **hear the job information again** **OR**  
Press **3** to **hear another job** **OR**  
Press **5** to **cancel** the job assignment for the job just played.  
If you cancel an assignment, enter the reason for canceling.

**To Review or Modify your Period of Unavailability:**

1. Press **7** to modify a period when you are unavailable to work.
2. Press **1** to **keep** the dates **OR**  
Press **5** to **change** the dates **OR**  
Enter a new period of unavailability by entering a start date and end date in MMDD format.  
Press **7** to **remove** the dates.

**To Review or Modify Your Daily Availability:**

1. Press **8** to modify the days of the week that you are available to work.
2. For each day you may:
  - Press **1** to **keep** the day's settings **or**
  - Press **3** if you are available **both AM and PM** on that day of the week **or**
  - Press **5** if you are available **only AM** on that day of the week **or**
  - Press **7** if you are available **only PM** on that day of the week **or**
  - Press **8** if you are **not available** on that day of the week.
3. Press **9** to indicate you are finished.

**Decline/Cancellation Reasons:**

- 1 – PERSONAL BUSINESS/EMERGENCY**
- 2 – ILLSELF**
- 3 – ILLNESS IN FAMILY**
- 4 – NOT DESIRED SUBJECT**
- 5 – OTHER**