

Substitute Training

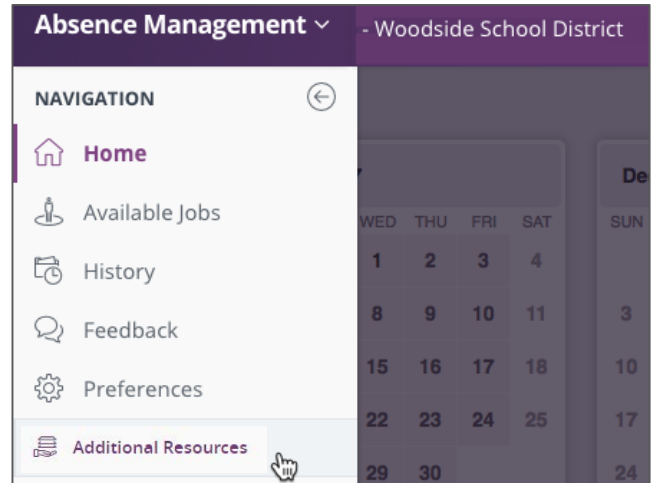
You have access to pre-selected training courses that will assist in your growth and development.

ACCESSING THE COURSE LIBRARY

To review the content made available to you, log in to absence management and select **Additional Resources** from the side navigation.

This selection opens an alternate section of your application known as “Additional Resources.”

The system will display any currently available courses on the Additional Resources homepage.

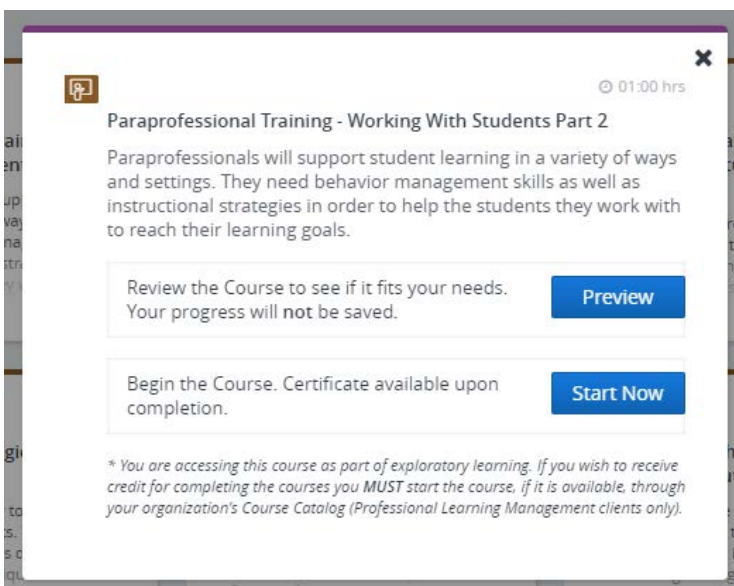


Reminder: Take as many courses as you would like. These are for your benefit.

TAKING COURSES

Select a course of your choice. Then, you can either select to **Preview** the course, or select **Start**.

Only when you Start the course, will your progress be saved.



The **Additional Resources** hosts a list of selectable, district-provided courses. Review this list and click the course link you wish to complete. Take note that each course includes a description and an estimated time of completion.