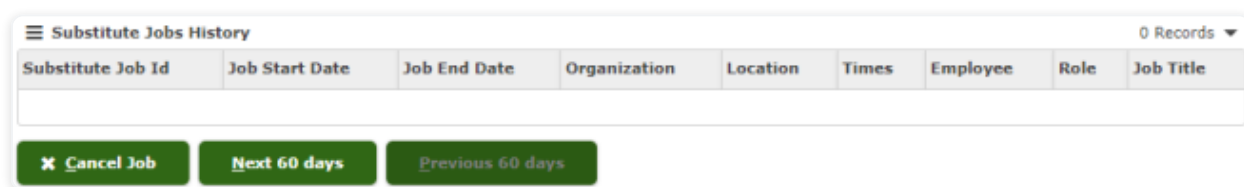


# Job History Tab

Click the **Job History** link of the My Information navigation bar in the **Substitute Self Service Center** to view the Substitute Job History tab with a list of your jobs with the district. If a listed job is for a future date and you need to cancel, you can do that from this tab.



Substitute Job Id	Job Start Date	Job End Date	Organization	Location	Times	Employee	Role	Job Title

Buttons: **Cancel Job**, **Next 60 days**, **Previous 60 days**

You can click the Location name to view the address in Google Maps in a separate browser window.

## Buttons on the Substitute Jobs History Tab

- **Cancel Job.** To cancel a job you have accepted, click it and click the Cancel Job button.
- **Next 60 days** and **Previous 60 days.** You can click these buttons to look forward and backward in your job history.

If you cannot cancel the job through the Substitute Service Center (for example, if it is the day of the job), the **Can Not Cancel Notification** box informs you that you must contact office staff to cancel the job. Click the OK button to close this box.