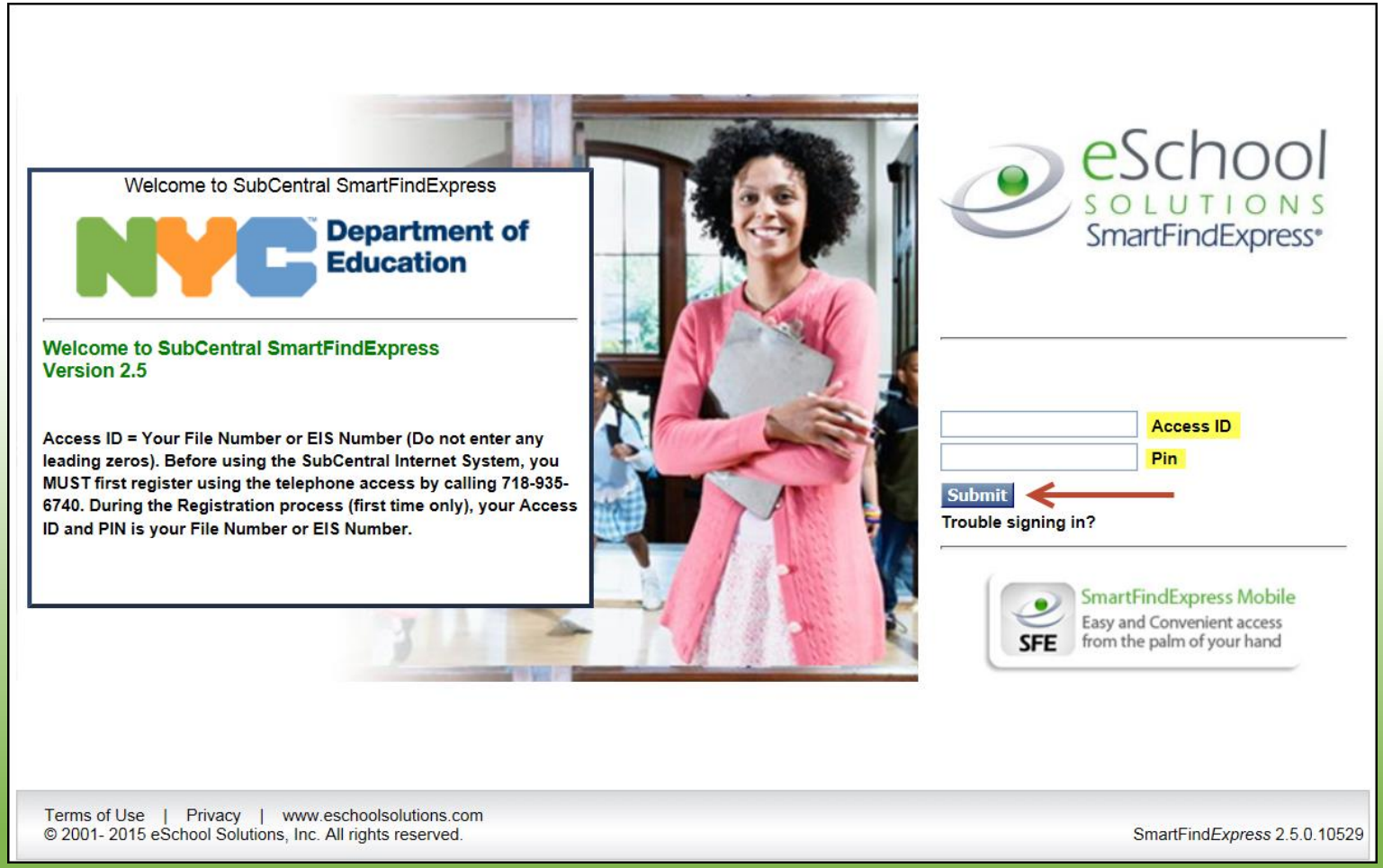
Department of Education

The SubCentral System for Substitutes

How To Review Assignments

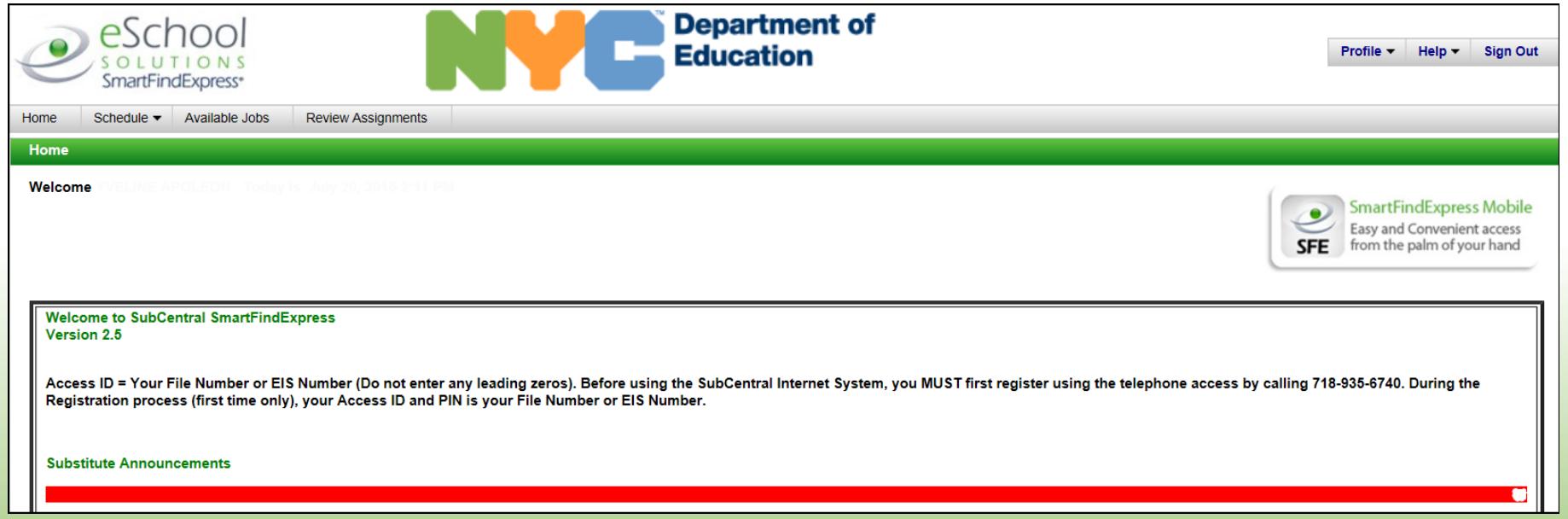
Log-In Screen

You must complete the one-time registration by phone before you are able to access the system online. Enter your User ID (File/EIS number) and the Password (PIN) you created and click the Submit button.



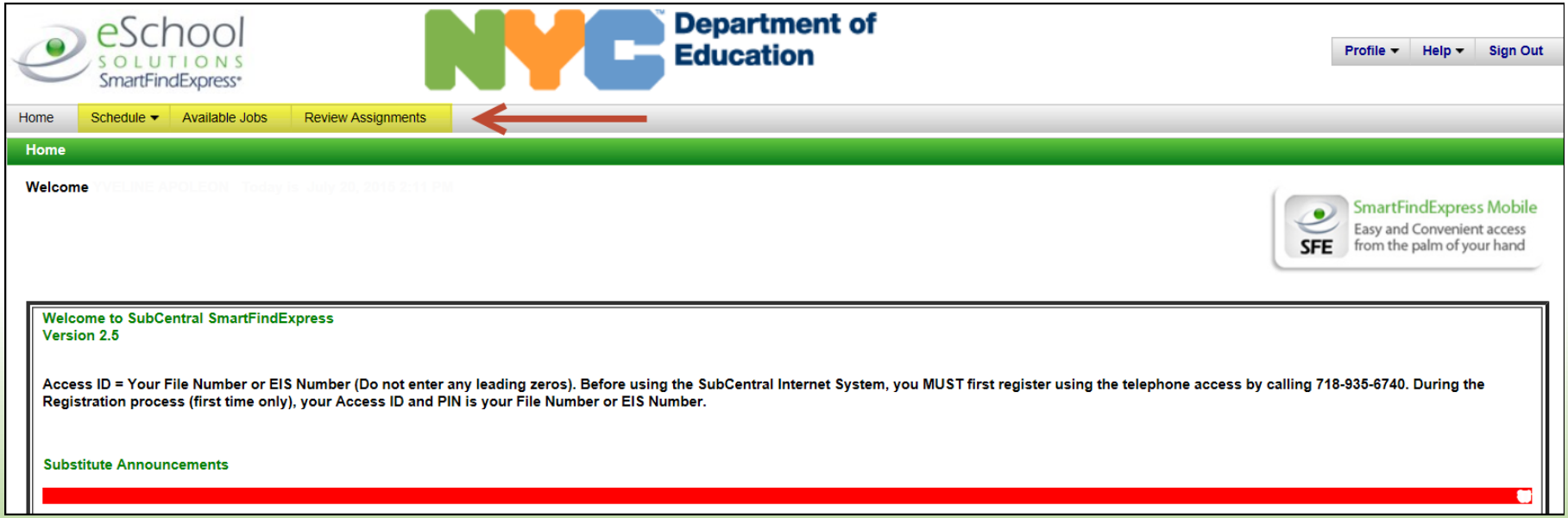
Home Page

Your home page displays various tabs that allow you to navigate through the system, review your information and manage your profile. It also contains important announcements and information pertaining to your employment. Be sure to read your home page periodically.



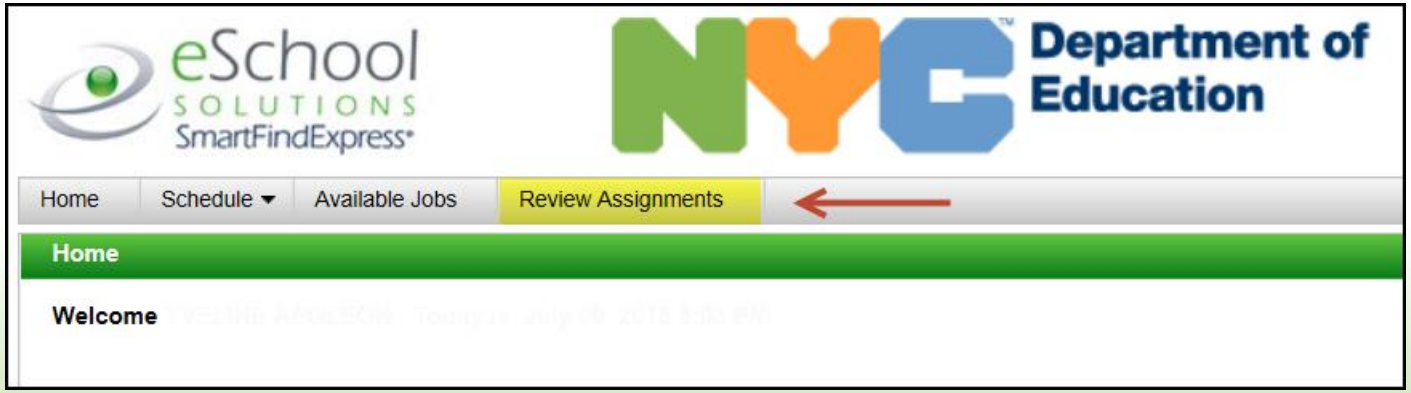
Home Page

The tabs on the top left allow you to manage your schedule, view assignments and search for available jobs.



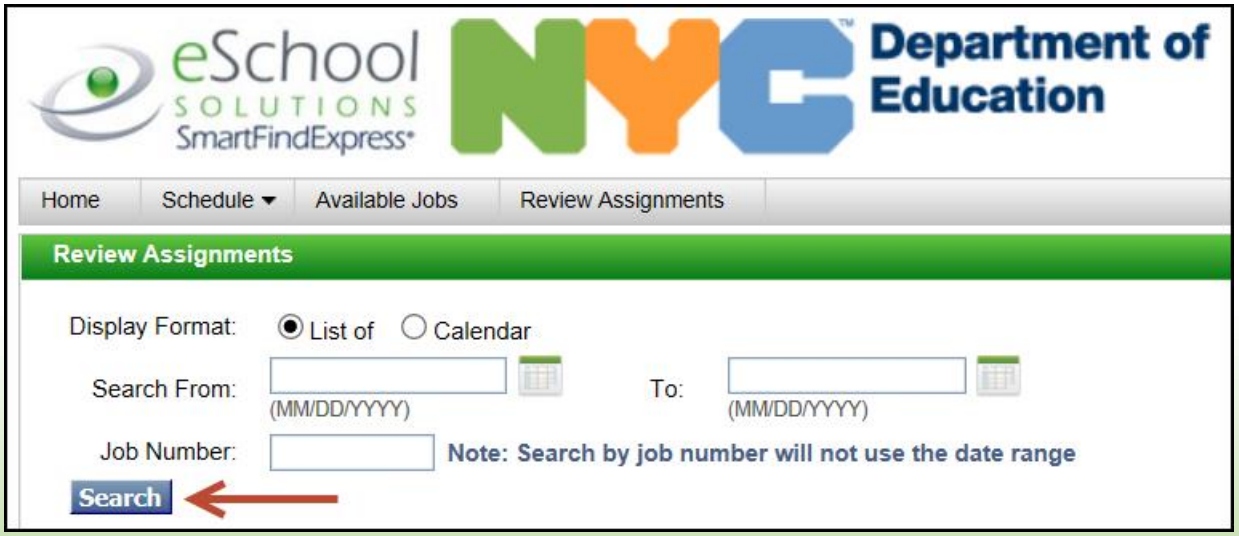
Review Assignments Tab

Accepted/confirmed assignments - passed, present or future may be reviewed online at any time. Click Review Assignments.



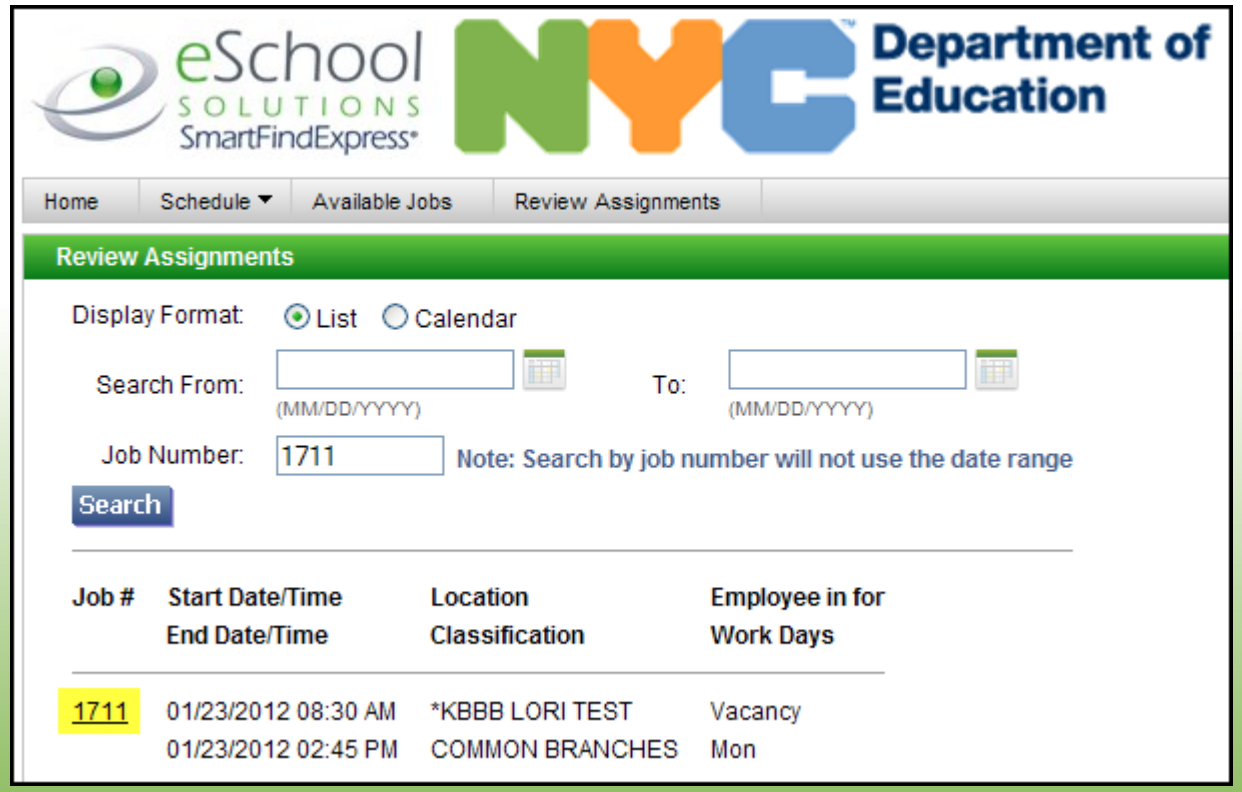
Review Assignments Tab

You may search by date range or by job number. In addition, you may view the information in a list or calendar format. Be sure to click Search.



Review Assignments Tab

Click on the underlined job number to view more information regarding the assignment you are searching for.



Review Assignments Tab

If it is a future job, you have the ability to cancel the assignment (up to 2 hours before the start of the job). Otherwise, you are only able to review and print the information.

Department of Education

Good luck and we wish you much success as a substitute with the New York City Department of Education