



SubConnect Teacher Training

Parallel Education Home Page

- Go to www.Parallel-ed.com.
- Click the SubConnect tab at the top of the screen.



PARALLEL EDUCATION DIVISION

ABOUT US HOW IT WORKS SUBSTITUTES **SUBCONNECT** AVAILABLE JOBS CONTACT

(888) 987-7753

Substitute Teacher Dispatching Service

Contact Us

APPLY NOW

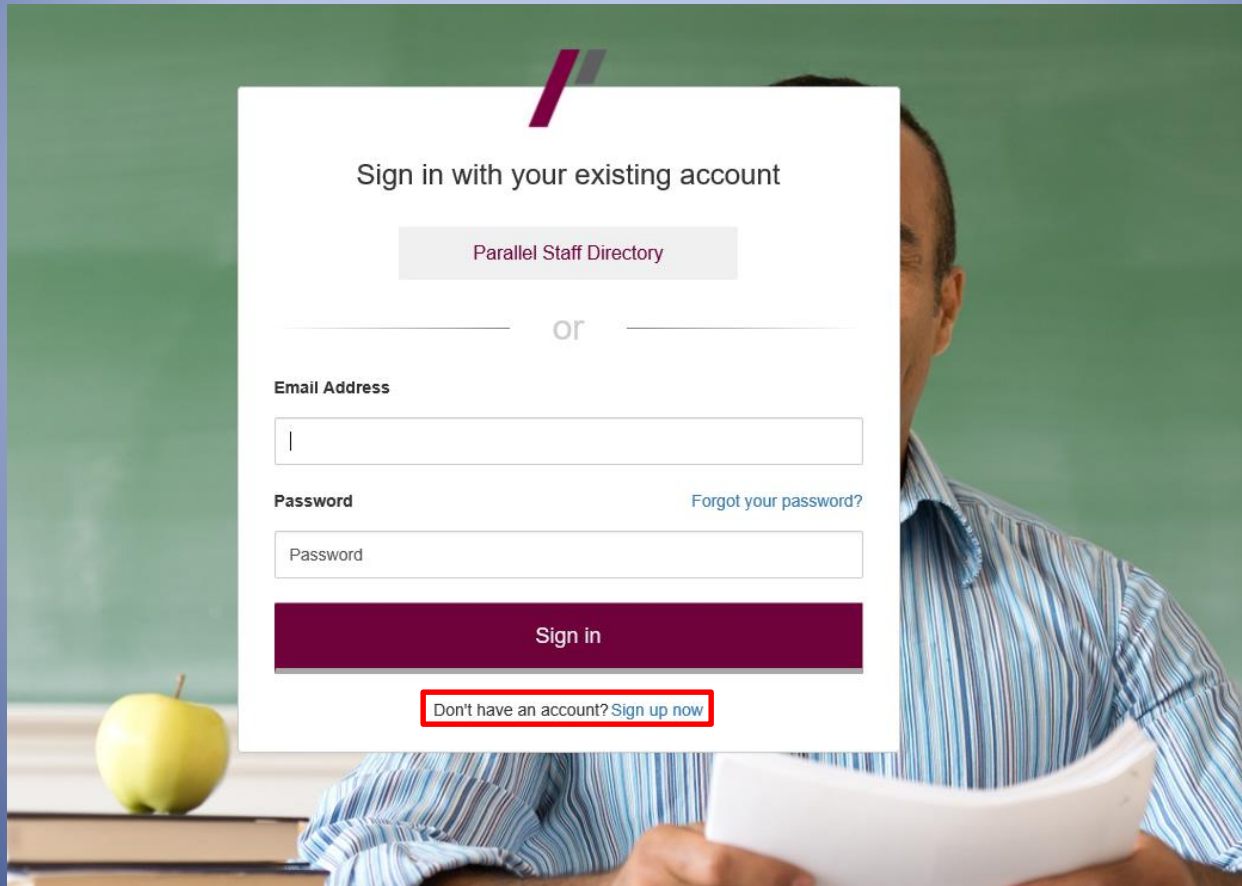
- Scroll down until you see “Teacher SubConnect Login.” Click there to be directed to the SubConnect screen.

To access the Teacher web portal, please click below:

Teacher SubConnect Web Portal Login

SubConnect Login

- Click “Sign up now” at the bottom of the screen if this is the first time logging into SubConnect.

A screenshot of the SubConnect login interface. The form is white and centered over a background image of a man in a blue striped shirt reading a book, with a green chalkboard and a yellow apple on a desk. The form has a purple logo at the top. The text "Sign in with your existing account" is centered. Below it is a button labeled "Parallel Staff Directory". A horizontal line with the word "or" in the center separates this from the email and password fields. The "Email Address" field is empty. The "Password" field is also empty. To the right of the password field is a link that says "Forgot your password?". Below the password field is a large purple button labeled "Sign in". At the bottom of the form is a link that says "Don't have an account? Sign up now", which is highlighted with a red rectangular border.

Sign in with your existing account

Parallel Staff Directory

or

Email Address

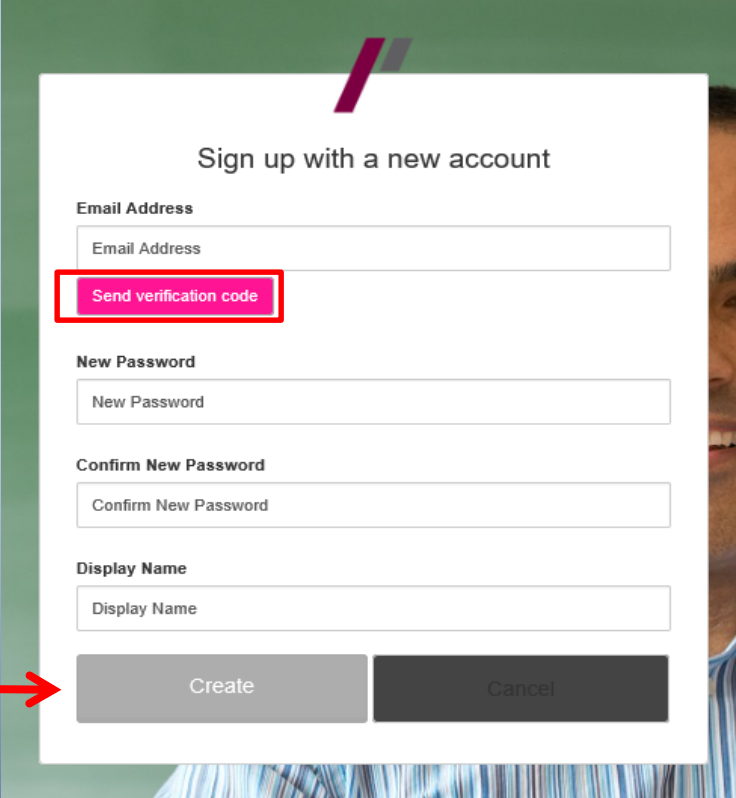
Password [Forgot your password?](#)

Sign in

[Don't have an account? Sign up now](#)

SubConnect Set Up

- You will be redirected to a screen similar to the one below. You will put in your school email and press “Send verification code.” This code will be sent to your email which you will need to retrieve in order to create a password. (Parallel will never know your password that you create).
- Fill out the rest of the information and click “Create” at the bottom of your screen.



The image shows a sign-up form titled "Sign up with a new account". The form contains the following fields and buttons:

- Email Address:** A text input field with the placeholder "Email Address". Below it is a red-bordered button labeled "Send verification code".
- New Password:** A text input field with the placeholder "New Password".
- Confirm New Password:** A text input field with the placeholder "Confirm New Password".
- Display Name:** A text input field with the placeholder "Display Name".
- Buttons:** At the bottom, there are two buttons: a grey "Create" button and a dark grey "Cancel" button. A red arrow points to the "Create" button.

SubConnect Login Page

- When you are signed up, you will be redirected to the home page. This is where you will enter your Email Address that we have on file and the password that you have created. Click Sign in.

Sign in with your existing account

[Forgot your account?](#)

or

Email Address

Email

Password [Forgot your password?](#)

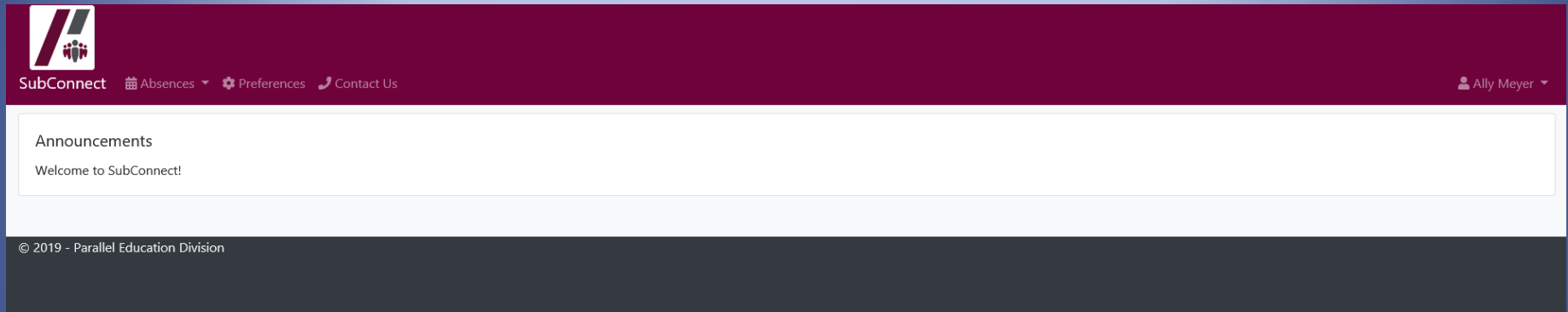
.....

Sign in

Don't have an account? [Sign up now](#)

SubConnect Home Page

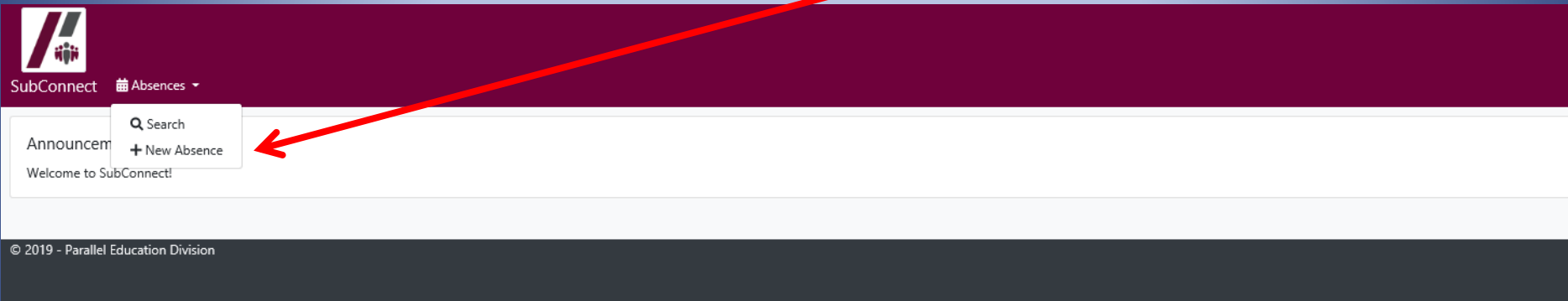
- This is the SubConnect home page. When you first login, please be sure to click your name in the right hand corner to make sure that your title is correct. If something needs to be changed, please let us know and we will get that updated for you.



The screenshot shows the SubConnect home page interface. At the top left is the SubConnect logo, which consists of a stylized 'S' and 'C' with a gear icon. To the right of the logo are navigation links: 'Absences' with a calendar icon, 'Preferences' with a gear icon, and 'Contact Us' with a speech bubble icon. In the top right corner, the user's name 'Ally Meyer' is displayed with a dropdown arrow. Below the navigation bar is a white box with the heading 'Announcements' and the text 'Welcome to SubConnect!'. At the bottom of the page, a dark grey footer contains the text '© 2019 - Parallel Education Division'.

Entering an Absence

- Click on Absences, a dropdown will appear which you will then click **+ New Absence**.



The screenshot displays the SubConnect web application interface. At the top left, there is a logo for SubConnect and a navigation menu with the text "SubConnect" and "Absences" followed by a dropdown arrow. The "Absences" dropdown menu is open, showing a search bar with a magnifying glass icon and the text "Search", and a button labeled "+ New Absence". A red arrow points from the top right towards the "+ New Absence" button. Below the navigation bar, there is a section for "Announcements" with the text "Welcome to SubConnect!". At the bottom of the page, there is a footer with the text "© 2019 - Parallel Education Division".

- You will be directed to a screen like the one below. Fill out all the information below; Address, Reason, Start/End Date and Time and the days of the week to the left. To turn off a day of the week, simply click the white circle.

Create Teacher Absence

General

Teacher: Ally Meyer

Subject: 1st Grade Teacher

School: Berlin Middle School [Change](#)

Address:

Reason:

Schedule

Start Date:

Days of Week

- Sun
- Mon
- Tue
- Wed
- Thu
- Fri
- Sat

End Date:

Start Time:

End Time:

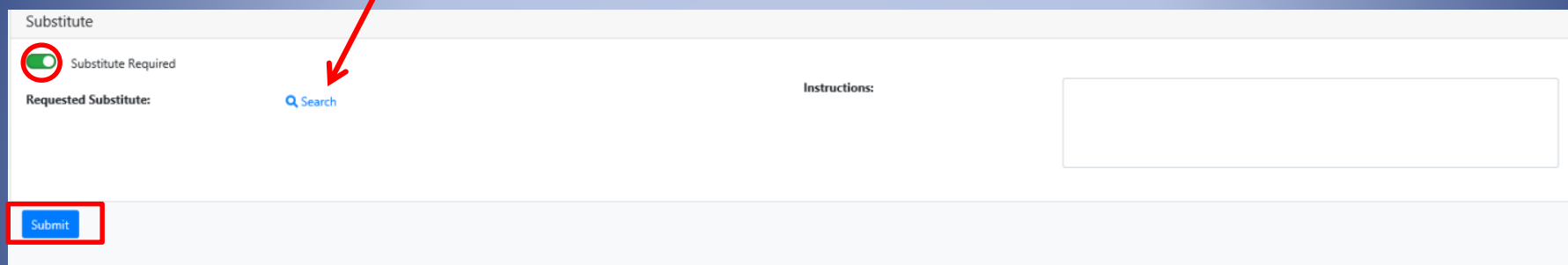
- If the job is No Sub Required (NSR), you click the white circle next to Substitute Required and this will change the job to NSR.
- If you do need a sub, you can then enter any instructions and attach any lesson plans that the sub may need.
- For a requested sub, you click the Search button and type the name of the sub you that want to fill that position. When this is completed, click Submit.

Substitute

Substitute Required

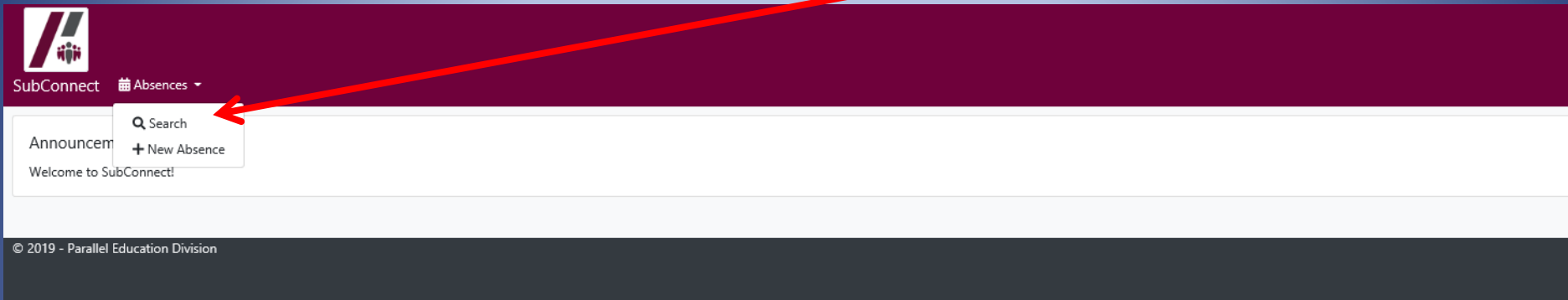
Requested Substitute: [Search](#)

Instructions:

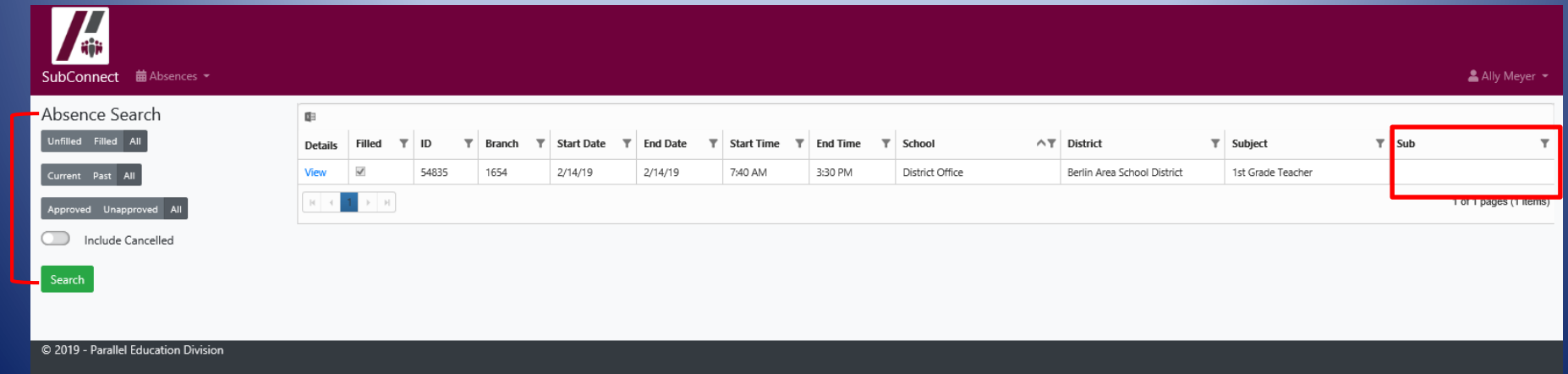
A screenshot of a web form titled "Substitute". At the top left, there is a toggle switch labeled "Substitute Required" which is currently turned on (green). Below this is a label "Requested Substitute:" followed by a blue "Search" button with a magnifying glass icon. To the right of the search button is a large, empty rectangular text box labeled "Instructions:". At the bottom left of the form, there is a blue "Submit" button. A red arrow points from the top of the page down to the "Search" button. A red box highlights the "Submit" button.

How to View Filled and Unfilled Jobs

- Click on Absences, a dropdown will appear which you will then click **Search**.



- You will be able to choose to enhance your search as illustrated below. There is a toggle button underneath in which you can see which jobs of yours were cancelled. If the request is filled, you will be able to see the subs name under the Sub column. Then click **Search**.



SubConnect Teacher App

- Parallel Education also offers a free mobile app for all teachers.
- It has all the same information as the web portal.
- To download the app, please go to www.parallel-ed.com.
- Click the SubConnect tab at the top of your screen.



The screenshot shows the top navigation bar of the Parallel Education Division website. The navigation menu includes: ABOUT US, HOW IT WORKS, SUBSTITUTES, **SUBCONNECT**, AVAILABLE JOBS, and CONTACT. A red arrow points to the SUBCONNECT tab. The page content features a header for "Substitute Teacher Dispatching Service" with a photograph of a teacher reading to children. A "Contact Us" button is visible in the bottom left of the photo area. On the right side, there is a large maroon button with a white checkmark icon and the text "APPLY NOW".

PARALLEL EDUCATION DIVISION

Employment Group Application Login WebCenter Login (888) 987-7753

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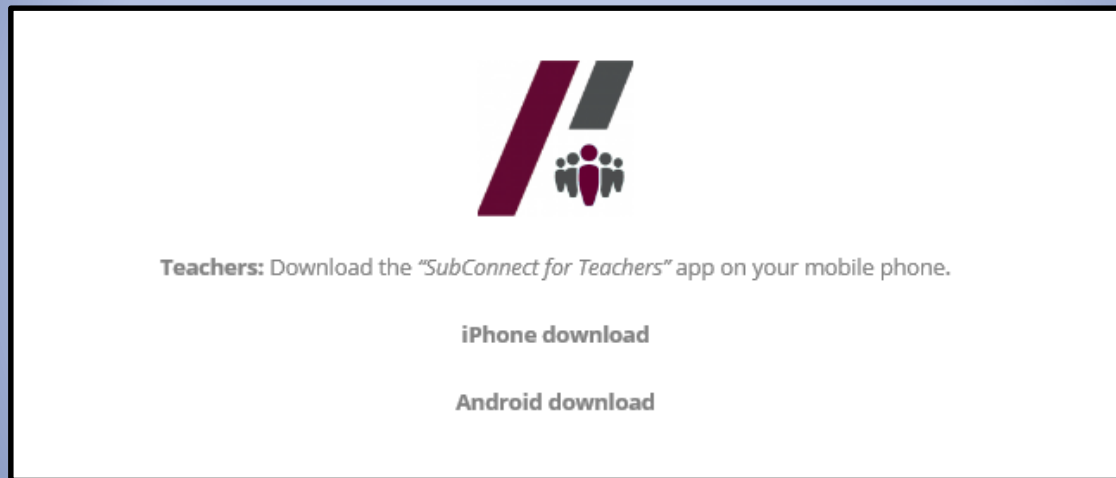
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Contact Us

APPLY NOW

Downloading the App

- Scroll down until you see the icon below that says “SubConnect for Teachers.” This is where you will click iPhone download if you have an iPhone or Android download if you have an Android. You will be directed to your app store in which you will need to then download the free app.



- Follow the same prompts as the web portal login page. This will include all the same information and steps to guide you through the process.

QUESTIONS?

Brie Skemp- Regional Account Executive

David Aviles- Branch Manager

Miranda Reinhart- Recruiter

Sonja Kurtzweil- Recruiter

Wendy Jagunt- Coordinator

LOCAL OFFICE:

715.544.8900

WIEducation@parallel-ed.com

Hours of Operation:

Mon-Fri 7:00 AM – 5:00 PM

LIVE DISPATCHING CENTER:

Direct Line: 888.987.7753

Subdispatch@parallel-ed.com

Hours of Operation:

Mon-Thu 4:00 AM – 10:00 PM CST

Fri 4:00 AM – 5:00 PM CST

Sun 3:00 PM – 10:00 PM CST

WWW.PARALLEL-ED.COM