



NEW – Substitute Employee Internet Access

IMPORTANT – You must complete the SEMS registration process by telephone before you can use Web Access.

Open an Internet browser and access the SEMS support page at: <http://boe.wood.k12.wv.us/sems>
Click the URL on that page to access the SEMS logon page from any Internet location.

Enter your **USER (ACCESS) ID: 9 9 6 0 0** _ _ _ _ and **PASSWORD (PIN):** _____

Click **SUBMIT**. Check the home page for announcements.

Profile Link

Choose the Profile Tab to view and update your information.

Profile Tab

- **Change your Callback Number** - Enter the area code and telephone number where you can be contacted by SEMS.
- **Add Do Not Call setting** - Enter a time (HH:MM am/pm) that you do not wish to be called until by the system.
The maximum is 8 hours from the current time.

Schedule Tab

- **Create your Availability Schedule**
 - Click **New** button
 - Select days of the week you are available by leaving boxes checked by that day
 - Choose Times you are available
 - Check box for All Day or
 - Enter Time range when available; start and end (hh:mm am/pm)
 - Enter a time period you do not want the system to call you on the selected days. This is optional.
 - Click **Save** button
 - To Exit without saving changes click the **Return to List** button
- **Modify your Availability Schedule**
 - Choose day or days of the week you want to delete by checking the boxes by that day
 - Click the **Delete** button
 - Click the **New** button to add a new day of week or time. Follow the steps for Creating your Availability Schedule as outlined above.

Unavailable Dates Tab

- **Create Unavailability Schedule**
 - Click the **New** button
 - Enter Start and End Date Range (mm/dd/yyyy) or use calendar icon
 - Choose the **All Day** check box or enter Time Range (hh:mm am/pm)
 - Click the **Call for Future Assignments** checkbox, if during the unavailable time period entered you would still like to receive calls for future assignments. Leave box unchecked if you do not want any calls during this time.
 - Click **Save** button
- **Delete Unavailability Schedule**
 - Place a checkmark in the desired date range box
 - Click the **Delete** button



Review Assignments

Choose the Review Assignments link to review past, present and future assignments or to cancel an assignment

Follow these steps:

- Choose format for Assignment display. List or Calendar view
- Search for assignments:
 - Enter the date range (MMDDYYYY) for your search or use the Calendar icon. Leaving dates blank will return all data.
 - Enter a specific Job Number (date range will not be used)
- Press the **Search** button to display the list of jobs assigned to you.
- Choose the **Job number** link to view job details.
 - **Return to List:** Press the button, to review other jobs assigned to you.
 - **Cancel Assignment:** Select a reason for canceling from the pull down list. Press the **Cancel Assignment** button, to cancel your assignment. Wait for the “Job was cancelled successfully” notification.
You cannot cancel an assignment that has already started.

SEMS HELPDESK: 304-420-9510 x111 (6:00 AM – 2:30 PM)

SEMS TELEPHONE ACCESS: 304-699-0278

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