



PGHS Sub Log In Instructions

- 1) Log onto the computer in the classroom using the guest log in: Username: **h339sub** Password: **(Contact Dawn, Maisha, or Bonnie)**
- 2) On the homepage for PGHS you will see a link on the bottom far left that says: **Homebase for subs** Click on it.
The link is actually: randolphco.powerschool.com/subs
(no www or https:)
- 3) Use the pull down and Click on **Providence Grove High School**
- 4) Use the pull down and Click on the teacher you're subbing for>>>>example---**Brown, Maisha**
- 5) The password is always going to be **the date and the word Patriots(with a Capital P)**>>>>example---**18Patriots**
- 6) You should be able to see attendance, seating chart and any alerts (medical) If you see a medical alert by the child please click on it to make yourself aware of any medical emergencies.
- 7) Take attendance in the first 15 minutes of class.
- 8) Remember to log off at the end of the day.

If you have any questions please contact Ms. Brown at ext. 114

Thank you for being a sub at PGHS!