

# **ROLECALL AUTOMATED SUB CALLING PROGRAM**

Substitute

RoleCall Log in: [www.rolecall.appletontalent.com](http://www.rolecall.appletontalent.com)

RoleCall Support: <https://support.rolecallhr.com/support>

Tips on logging into the program:

- Follow the link in the Welcome Email received from Appleton Talent or type in the link provided above.
  - Your email is your log in/user ID and password has been created and can be reset upon logging into the program.
  - Upon logging into the program:
  - “Help” tutorials for Substitute Teachers are available. These are 2-3 minute videos that are very helpful!!
    - 1) I am a first time user
    - 2) I need help with job preferences
    - 3) I need help with job notifications
- NOTE: You can download the ROLECALL app from the app store (free) from Appleton Talent
- Under “Edit User”
    - You can upload your photo (recommended)
    - Establish your Bio
    - Manage your personal details, PIN, Password
    - Establish your Job Preferences
      - Priority Teachers/Employees- you will be notified first of the absence created by this Employee
      - Non-Preferred list- you will NOT receive notifications of absences created for these teachers/employees.
    - Establish your Notification preferences
      - You can select the desired method of notifications- phone, text, email or all
      - You can pause any notification until a specific date (i.e. vacations, sickness, etc.)
    - Modify your availability
      - you can select the days/dates of availability to specific dates (i.e.- if you are only available on specific days- Tues, Thurs, and Fridays, you can make yourself unavailable on the other dates)

**DIRECT ASSIGNMENTS-** You can be directly assigned for specific jobs you have secured with school employees. The school employee is responsible for “directly assigning” you to the job in RoleCall- no requirements of the substitute’s behalf.

## **CANCELING AN ABSENCE:**

If you should have to cancel a job that you have accepted in RoleCall, you can “cancel an absence” by selecting the detailed absence and the “edit/cancel” option. As a common courtesy, please reach out to that employee personally and/or the school office to let them know your circumstances and the absence you need to cancel. Also, as a safety measure in RoleCall, if you cancel an absence within a 24 hour period of the job, you will not be able to accept another job within that 24 hour window.