

RollCall Automated Sub Calling Program

Go live date: November 18, 2016

During our training sessions, we introduced our new automated substitute calling program known as **RoleCall**. This program will begin automatically calling substitutes for absences effective ***November 21, 2016*** and beyond. As a substitute teacher, you can utilize the program to manage your call times, view and accept assignments that are available, set your notifications, school preferences, and teacher preferences.

As a user in the program, you have been sent a welcome email from ***Rolecall.Appletontalent.com***. Once you receive this email, you will need to log into the program and establish a password in order to edit your user information. Welcome emails will expire within 7 days of the date of this letter. If you did not receive an email with this information, check your spam or junk folder. If the welcome email is still not showing, you can notify a school secretary who can give you your log in credentials and/or your four (4) digit PIN. ***This PIN is required in order to confirm an absence through the automated calling system.*** Once you have successfully logged in, you will find the “Help” tab at the top of the page to be very useful in navigating the program or you can go directly to their support page at <https://support.rolecallhr.com/support>. This link is also provided on our website at www.mcminn.k12.tn.us under “Departments” then “Human Resources”.

It is very important that you make an attempt to log into the program, contact a school secretary, or contact the district point of contact regarding your **RoleCall** account as soon as possible. All substitutes are currently active in the program so teachers can still contact you directly to secure an absence. In order to establish your school preferences, manage your notifications, ***and receive automated phone calls***, you will need to log into the program. Once substitutes have successfully logged into the program or have secured their PIN, phone notifications will be activated and you will begin to receive automated phone calls.

If you do not feel comfortable logging into the program and/or need assistance with managing your account, please contact one of the district representatives below for assistance. *(We will review the necessary steps for logging into RoleCall at our training sessions.)* You can still be an active sub with or without utilizing the automated program by only receiving phone calls and securing jobs with your PIN or by teachers directly assigning you to a job. ***Teachers can still contact you directly for a sub assignment even if you have not logged into the program. This is called “direct assign”. This means they have contacted you individually for a specific job and you have accepted this job. Teachers will then be responsible for entering this absence into the program through their log in.*** The program is being implemented to assist teachers with our sub pool and also, to provide our subs more job opportunities; therefore, we encourage to utilize RoleCall for your subbing needs.

Thank you.

District Points of Contact: Kim Bivens, (423) 745-1612 ext. 1301
Christy Roberts (423) 745-1612, ext. 1304
Sandy Hodges (423) 745-1612, ext. 1300

RoleCall Log in: www.rolecall.appletontalent.com
RoleCall Support: <https://support.rolecallhr.com/support>