

Setting Unavailable Dates

Sign onto your account at region8.sfe.powerschool.in.us

Set your unavailable date by clicking on 'Add Unavailability' in the upper right hand corner



Enter the date that you will be unavailable to sub.

Click the circle to select 'All Day' or if only available for a half day, select 'Custom Time' and enter the times which you will be unavailable.

Click Save.

Add Unavailability Date

Select Date

Start Date <small>Required</small> <small>MM/DD/YYYY</small>	End Date <small>Required</small> <small>MM/DD/YYYY</small>
<input type="text" value="28"/>	<input type="text" value="28"/>

Time/Duration

All Day (00:00am to 11.59pm)

Custom Time

Future Calls

Continue receiving calls during periods of unavailability

*Check the box if you would like to receive calls for future subbing positions on your unavailable date.