

**REGION 8 ESC SUB SERVICE
General Information**

Please return all Sub Packet forms to the Corporation Office – NOT Region 8 ESC

The corporation will send your Profile Form to Region 8. We will add you to the system within five days of receipt at the Region 8 office. If you try to register following the steps below and the system tells you “Invalid”, please try again the following day after 4:30 p.m.

****NEW SUBSTITUTE REGISTRATION****

***Registration MUST be done on the phone. Call 877-403-6647
You will not be available for jobs or have access online until you register on the phone and set your PIN.***

1. **Enter your Access ID**, followed by the star (*) key
Your Access ID is your 7-digit phone number from your Profile Form.
Enter your Access ID again, when prompted for your PIN.
2. **Record your name followed by the star (*) key**
PRESS 1 to Accept
PRESS 2 to Re-enter
PRESS 9 to Exit and hang-up
3. Listen to your callback phone number
PRESS 1 to Modify your callback number if it is incorrect, or if you want the system to call you at another number. Be sure to enter 1+ area code
PRESS 1 if Correct
PRESS 2 to Re-enter
PRESS 9 to Exit to next step
4. Enter a new PIN at least six numbers in length
PRESS 1 if Correct
PRESS 2 to Re-enter
PRESS 9 to Exit to next step

You will only need to register with the system one time. After registering and setting a PIN, you may access the online system at <https://region8.sfe.powerschool.com>. The first time you log in online, you will need to enter your Access ID and the PIN you just set up as the password. The system will prompt you to set up a password and validate your email.

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- 1) Please review all the information included in the packet.
- 2) Contact the Help Desk at 800-669-4565 or 260-423-0030
Monday - Friday 6:30 a.m. to 4:30 p.m. or email subservice@r8esc.k12.in.us

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For questions regarding payroll, please contact the corporation office in which you had an assignment. Region 8 does NOT pay subs.