



# Create your account on Scolago

Substitute

This will allow you to configure your profile to receive substitution offers.

1

Go to the website (scolago.com): [Scolago - Absences and substitution management](#)

2

Click **Create account** and follow the instructions:

Create account



3

## Personalize your profile:

1. By registering as a substitute, you will be able to receive and accept substitution offers

Profile

Substitute or candidate (I am a substitute)

I am available

Employee (I need a substitute)



Make sure that boxes "I am a substitute, and I am available" are checked.

2. By filling in the fields of the different tabs of the profile and then clicking on

Save

General Education Substitute My establishments

### General

Enter your contact information.

### Education

Upload your **resume**, all **diplomas**, college and university transcripts, teaching license.

Upload the new employee documents ([found here](#)).

### Substitute

Indicate the **grades** and **specialties** you are interested in for substitutions. Note that the selection of specialties is required to obtain organic requests.

### Establishments

Search for schools where you wish to do substitution. Searching for "eastern townships school board" will allow you to select all schools.

\*Eastern Townships School Board

\*Eastern Townships School Board (Education)

Magog, J1X 1K9, Quebec

819 868-3100

Add all establishments as substitute

Remove all establishments as substitute

Add as substitute

View

4

**Settings:**

Indicate your communication preferences.

This will allow you to determine what communications you received as well as how you receive them (email or SMS).

	Email	Instant notificatio
<b>Substitute</b>		
New replacement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reminder of unanswered offers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Replacement acceptance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Replacement cancellation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External modification of your calendar	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
External modification of your availability	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User inactive warning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
User profile incomplete warning	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Job offer acceptance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job offer summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5

**Evaluation of profile**

Following the creation of your profile, an alert will be sent to Human Resources. Provided that all documents are uploaded, your profile will be assessed.

Selected candidates will be contacted for a phone interview.

Following approval, your profile will be activated, and you should start receiving substitution requests.