



## How to Manage and Accept Substitute Assignments from the Employee Portal

# Shasta Union High School District

### Login with Helios Password

Login to  Admin  Employee

Username

**This field is required**

Password

**This field is required**

Log In

### Login with Your Organization Password Single Sign-On

Admin Portal

Employee Portal

Logging in as Employee/New hire and Forgot Password?



# Substitute Assignments

Helios Public Schools

Substitute Assignments

100225 Derick Davis

Recently Accepted Assignments Available Assignments Assignment Calendar

Click the Available Assignments

Cancel Assignme	Assignme #	Date From	Date To	Subbing For	Job Class	Location	Hours	Absence Sections	Time Sub Needed	Contact Info	Other Info	Assignme	Action
	407	5/21/2024 4:00 AM	5/21/2024 4:00 PM	Amy Smith	Teacher	Marshall High School	8	Period 1, Period 2					
	376	4/3/2024 7:41 AM	4/5/2024 4:41 PM	Amy Smith	Teacher	Lincoln Elementary	14						
	345	3/4/2024 8:00 AM	3/4/2024 3:00 PM	Amy Smith	Teacher	Lincoln Elementary	6						
	315	2/27/2024 4	2/27/2024 4:30:00 PM	Amy Smith	Teacher	Lincoln Elementary	21	Full day					
	357	2/23/2024	2/23/2024	Amy Smith	Teacher	Lincoln Elementary	6						

Substitute Assignments

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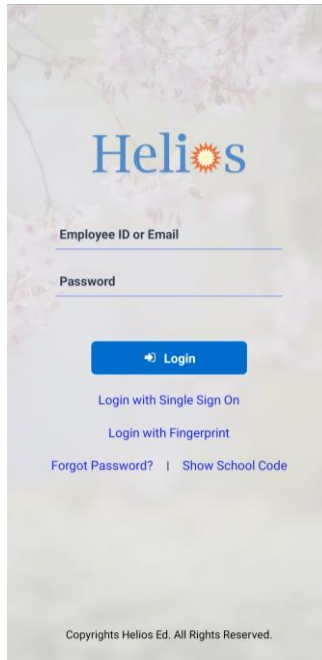
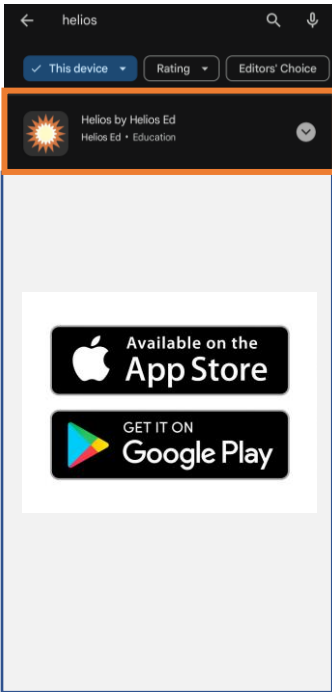
Filter by Date Select date

Select	Date From	Date To	Subbing For	Job Class	Location	Hours	Time Sub Needed	Contact Info	Other Info	Assignment	Action
✓	5/23/2024 8:00 AM	5/30/2024 4:00 PM	Amy Smith	Teacher	Lincoln Elementary	40	Full day				
✓	5/21/2024 8:00 AM	5/21/2024 4:00 PM	Amy Smith	Teacher	Marshall High School	8					

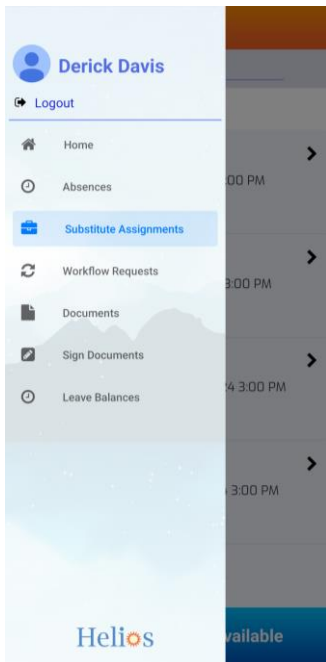
Select the Assignment to Accept it

Also available in the Helios Mobile App (Helios by Helios Ed)

Search the App Store for Helios Ed and Download the Mobile App



Select the Substitute Assignments Tab on the Left from the Menu



View all Assignments: Accepted and Available. Click on an Available assignment to Accept.

