

1

Sign-in

Once your account has been activated, ReadySub will send you a welcome email with your user name, password, and a link to login. If you have not received an email, check with your school administrator regarding the status of your account.

2

Change your Password

Change your password by selecting your Name followed-by the Password tab. Input the original password from the ReadySub welcome email, then the password you would like to use from now on.

3

Update your Profile

Update your profile by selecting your Name followed-by the Account tab. Click Edit Account to upload a photo and update your name, address, and phone number (if necessary).

4

Adjust Notification Settings

Under the same Account tab, update your notifications and substitute preferences by highlighting the Notification and Substitute Preferences tabs towards the middle of the page. Update your email and text notifications and input any favorite or blocked substitutes.

5

Post your first Absence

You are now ready to post your first ReadySub absence! To do so, select the Absences tab followed-by the Post Absence link to begin the process.