



## Employee Registration

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1. Using a touch-tone phone, call SubFinder at 1-866-567-9952.
2. SubFinder will identify itself and ask you to enter your PIN (Personal Identification Number) followed by the # key. Enter your PIN using the touch pad of your telephone.
3. Once you have entered your PIN and pressed the # key, SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your first and last name clearly, as you want it to be heard by other people using the system. When you are done speaking, press the # key. After pressing the # key, SubFinder will play your recorded name back to you for verification. If it is correct, press 1. If you want to re-record your name, press 2 and repeat this step again.
4. Once you have recorded your name and accepted it, SubFinder will play your Main Menu. Please choose option 4 - To Review Personal Information. If any of the information is incorrect, contact your school administrator or Shelley Manderville-Murphy at 869-6134. For further information, please refer to your Employee Reference Card.
5. Congratulations, you are now registered!

Please Note: You must use a touch-tone phone to access the SubFinder system.