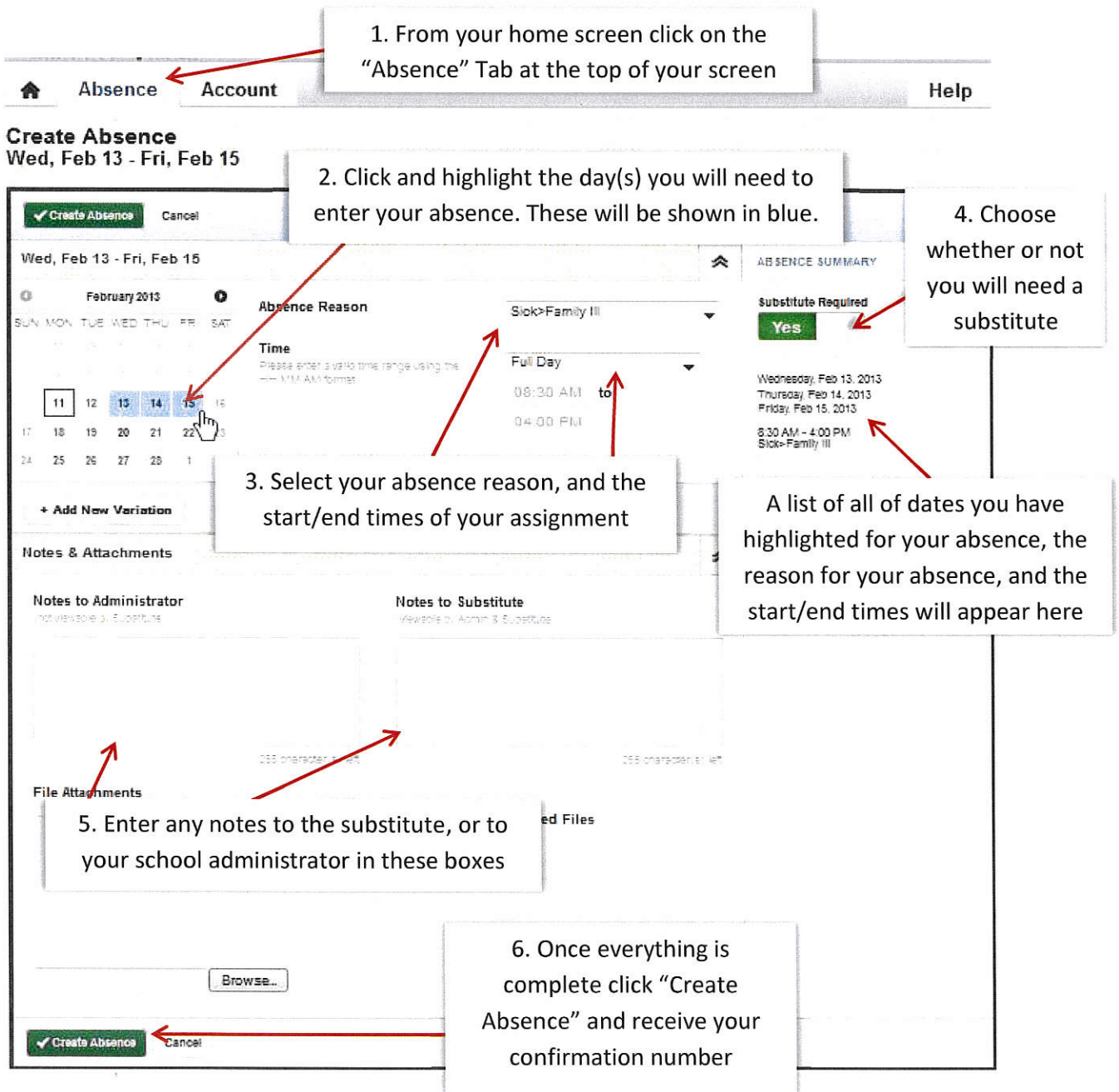


Employee - Creating an Absence

To log into your SAMS account please visit www.Source4Teachers.com/SAMS and sign in using the Login ID and PIN # provided to you. Follow the steps below to enter your absence.



1. From your home screen click on the "Absence" Tab at the top of your screen

2. Click and highlight the day(s) you will need to enter your absence. These will be shown in blue.

3. Select your absence reason, and the start/end times of your assignment

4. Choose whether or not you will need a substitute

A list of all of dates you have highlighted for your absence, the reason for your absence, and the start/end times will appear here

5. Enter any notes to the substitute, or to your school administrator in these boxes

6. Once everything is complete click "Create Absence" and receive your confirmation number

Employee - Cancelling an Absence

To access your SAMS account please visit www.Source4Teachers.com/SAMS and log in using the Login ID and PIN # provided to you. Once you have accessed your account you are able to delete absences that are scheduled for future dates by following the steps below.

1. Locate the date of the absence you wish to cancel on the interactive calendar right from your homepage!

2. Once you click on the absence date you wish to delete, an information box will appear giving the details of your absence.

3. Click the red "Delete" button to remove the absence

4. After you click delete you must confirm that you want to remove the absence. Once confirmed, the absence will be cancelled and the substitute will be notified of the cancellation