



Onboarding Instructions

New Substitute Teachers Only

This document will provide you with a step-by-step document on the process of becoming a new substitute teacher in Wolf Creek Public Schools.

1. Attend an orientation session. New subs within WCPS ***MUST*** attend an orientation session. New subs will be reimbursed a half day's pay on your first pay run for your orientation session. All session dates and times are posted on our website and will be in either a virtual or in-person format. **Please ensure you write down the date/type of session you register for on your calendars. ***No confirmation of your registration is sent.***
2. The day before your scheduled session a Google Link or confirmation email will be sent to the email address that was recorded when you registered. (*please ensure spelling of your email address is correct to ensure this is delivered*)
3. After the session is completed and we have confirmed your attendance you will be emailed an online application form (onboarding).
 - a. The onboarding will come as 2 separate emails. The first email will provide you with a link that will route you to the online application login page. The email address that you use for the login is your personal email address (same address that the links were issued to)
 - b. The second email will provide you with a temporary password to login. This password is case and space sensitive, type it exactly as it displays in your email.

IMPORTANT:

- Review the [New Substitute Teacher Checklist Here](#), you will need all of these documents before beginning the application.
- It is recommended that you complete the application in it's entirety, however, you do have the opportunity to save your progress and complete it at a later time.
- Ensure you follow the directions and complete a "[new staff account request](#)", this will prompt our technology department to create WCPS credentials for you.

4. Once you have completed the onboarding application and uploaded all the required documents you can submit the application. Your temporary account will no longer be active.
5. The submitted application will be processed and approved by the People Services Department. The People Services team will reach out via email if there are any corrections or missing documentation needed from you in order to complete your application.
6. The Technology department will send you an email to indicate your WCPS credentials within 1-2 weeks. **As this is an automated system email, it will sometimes filter to junk or spam folders.

Thank you for your interest in substitute teaching in Wolf Creek Public Schools, please feel free to contact the People Services department at jennifer.hansen@wolfcreek.ab.ca if you have any additional questions regarding substitute teacher onboarding.

We look forward to working with you!!