

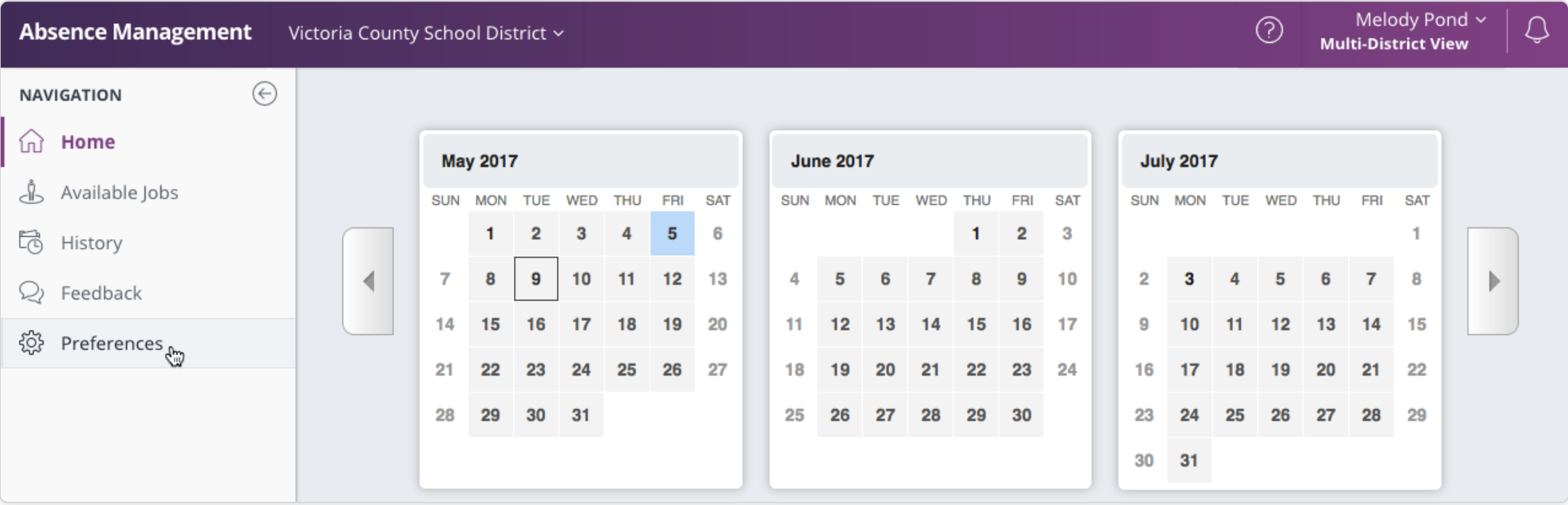
[Substitute Help](#) > [Preferences](#)

Choosing Preferred Schools

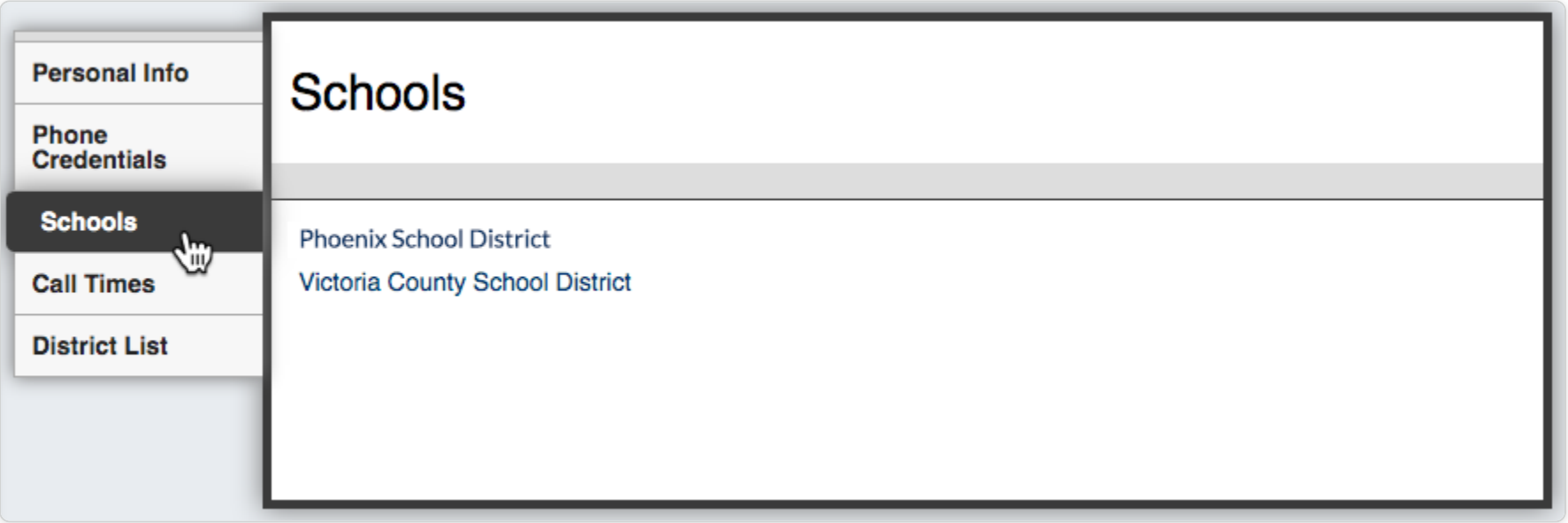
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A school preference list identifies the locations within a district where you do and do not want to work. You can manage your list by selecting the **Preferences** option in the side navigation.

New substitutes will see jobs at all schools by default. You do *not* have to make any changes if you wish to maintain full visibility.



Once you access the Preferences section, select **Schools** in the side bar and choose a district, if applicable.



The "Schools" section includes two options at the top of the page. The first option will allow you to select all the locations where you wish to see assignments. The second list indicates the places where you do *not* want to see jobs. Click the radio button to alternate between these two lists.

Personal Info

Phone Credentials

Schools

Call Times

District List

Schools

Victoria County School District

Cancel Save

Show me assignments at the schools selected below.

I don't want to see assignments at the schools selected below.

SelectAllNone

Victoria County Community Schools

Administration Building

Beacon School

Haverton Preschool

Haverton School

You can now add or remove the necessary locations.

While you cannot manually remove a district at this time, the location selector allows you to limit locations for a given district. This means you could potentially remove all locations if one district no longer applies. However, please do so with caution as this determines what jobs you can and cannot view.

Click the checkboxes to identify the individual schools that you do or do not want to see (or click the **All** or **None** button to collectively add/remove all the locations in your list).

In the example below, the substitute wants to view all district locations *except* those that occur at elementary schools in the Victoria County district.

Personal Info

Phone Credentials

Schools

Call Times

District List

Schools

Victoria County School District

Cancel Save

Show me assignments at the schools selected below.

I don't want to see assignments at the schools selected below.

SelectAllNone

Victoria County Community Schools

Administration Building

Beacon School

Haverton Preschool

Haverton School

VC Elementary Schools

Coal Hill School

Columbia Elementary School

Duquesne Elementary School

Jaspers Elementary School

VC High Schools

Hamner High School

Once you are finished, click **Save** to record your changes.

