

Teacher Registration

1. Using a touch-tone phone, call SubFinder at **1-877-756-4133**.
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, grade and/or subject. Please say your first and last name clearly then your grade and/or subject, 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 STS office at
Media: 1-800-357-7827
Lancaster: 1-800-884-7827
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.