

# Registration for Teachers and Substitutes

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The Substitute Service, LLC.

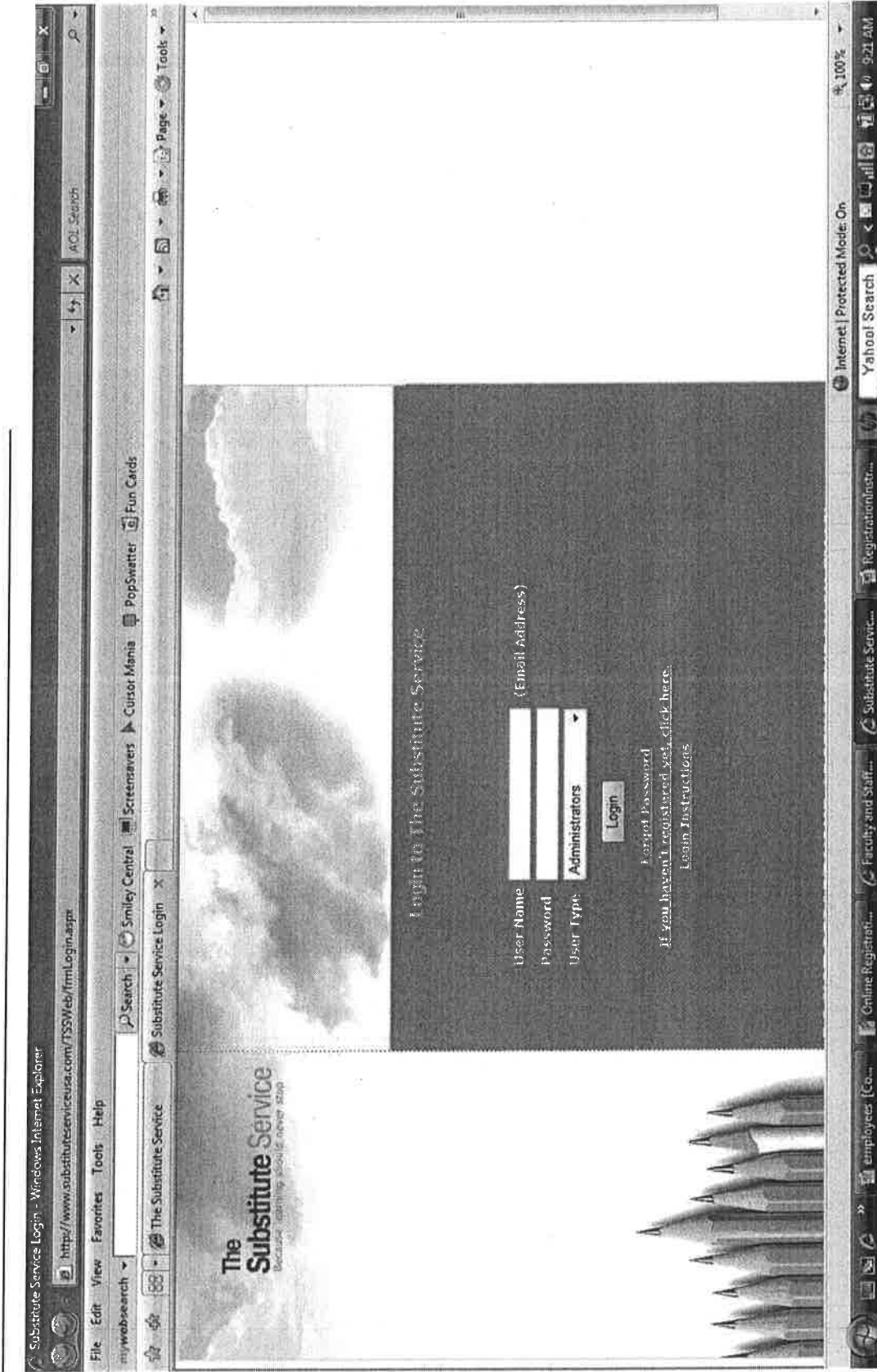
ONLINE APPLICATION

# Registration for Teachers and Substitutes

Type in [www.SubstituteServiceUSA.com](http://www.SubstituteServiceUSA.com)

Next click on the Login Tab.



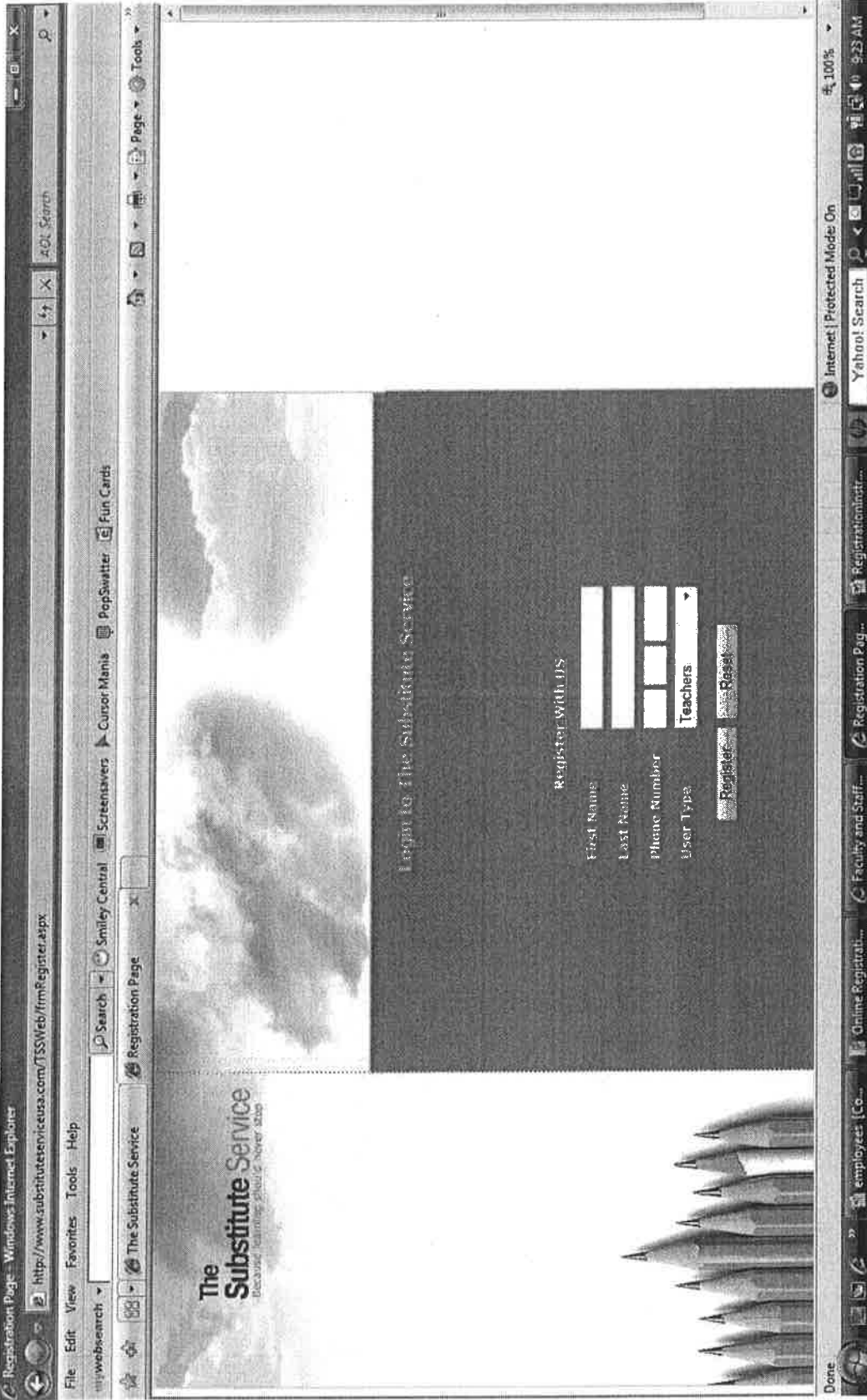


Click on the link to register. If you are already registered, enter your User Name, Password and User Type. If you have forgotten your password, click on the “Forgot Password” link.

**Note: In order to register, TSS must have you as an existing staff member or substitute, with your phone number in the TSS database.**

**You will also need to have an email address. Once registered, your e-mail address will be your User Name.**

If you have a technical problem, please call 973-660-1184



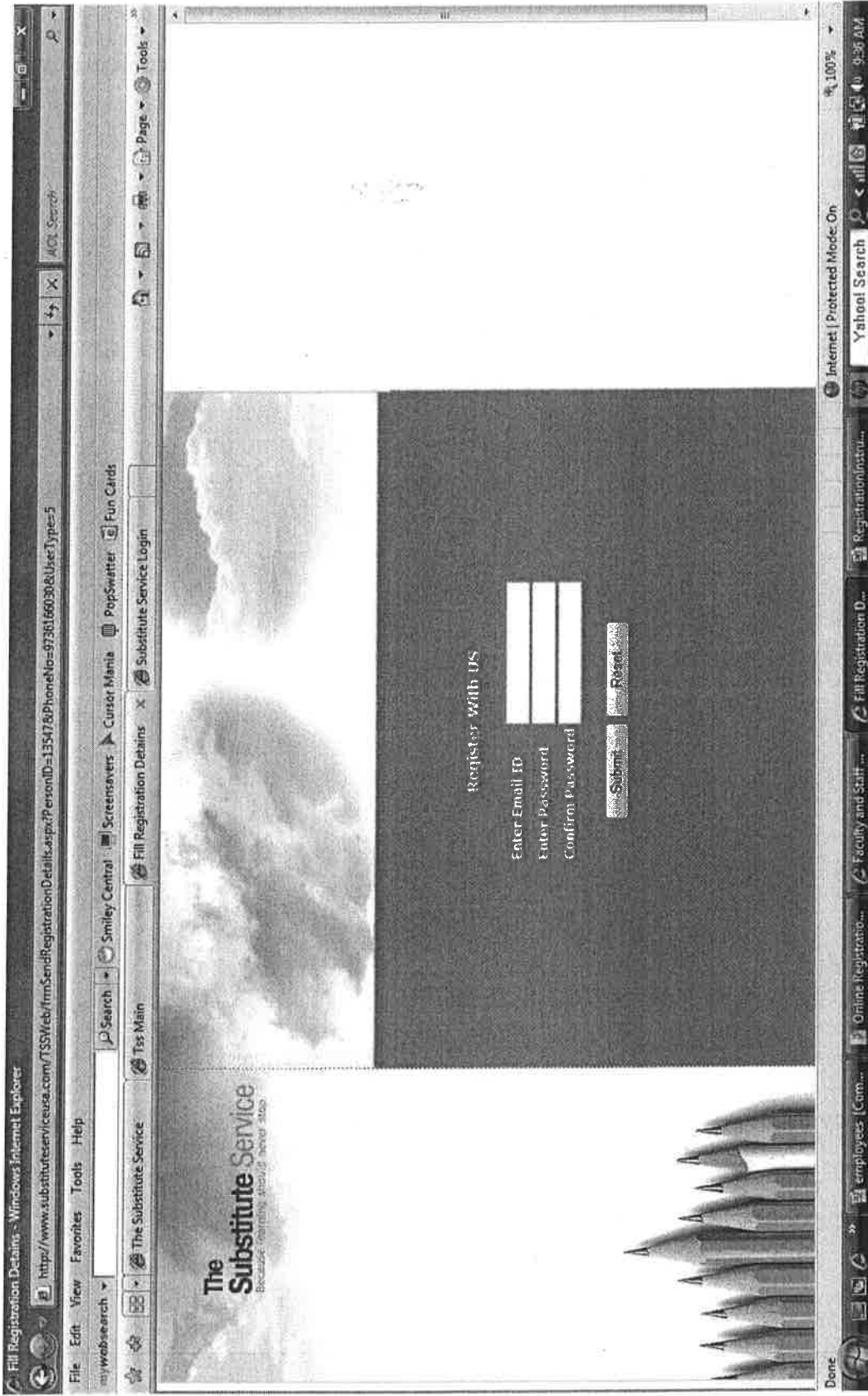
Step 1. Type in your first and last name.

Step 2. Type in your phone number.

Step 3. Select your User Type –Staff Member or Substitute.

Step 4. Click on register.

Note: If a message appears “no record found”, you must call your Sub Caller for your district and verify the information we have for you in our database.



Enter your password and confirm. **Passwords must contain 7 characters.**  
Enter an Email and confirm. (The Email provided must be an active Email address). **THIS WILL BE YOUR USERID** once registered. Click on Submit.

If we find a match in TSS database the following message will appear.

An email has been sent to you. Please follow the instructions in it to activate your account.