Montgomery County Public Schools

ubstitute Employee Management System

## Changes Coming June 22, 2018



The Substitute Employee Management System (SEMS) allows teachers, school administrators, school administrative secretaries/timekeepers, and special education paraeducators to enter absences and substitutes to obtain job assignments. SEMS is accessible either by telephone or web. An updated version of SEMS will be implemented on June 22, 2018, resulting in the following changes:

- A new telephone number, **301-298-2864**, will provide additional phone lines to meet our needs during peak demands.
- A new web address, <u>https://montgomerycountymd.eschoolsolutions.com</u>, will be used to access SEMS. Remember to update any bookmarks that you created to access the system.

All other features and functions in SEMS will remain the same.

For additional information, refer to the SEMS web page at the following web address: <u>http://www.montgomeryschoolsmd.org/departments/personnel/substitutes</u>.

Note: Existing users will remain registered and will not need to register again after the update.