



Edmonds School District

Human Resources Department
20420 68th Avenue West,
Lynnwood, WA 98036
Phone (425) 431-7072 Fax: (425) 431-7034
SubFinder (425)431-7550

WebConnect: www.edmonds.wednet.edu Click "Links for Staff"

Employee SubFinder Registration

1. Call SubFinder at (425) 431-7550.
2. SubFinder will identify itself and ask you to enter your PIN – (Personal Identification Number) followed by the # key. Your PIN is the same as your Employee Number. Enter your PIN number using the touch pad of your telephone.
3. Once you have entered your PIN number and pressed the # key, SubFinder will acknowledge that “this is the first time you have called” and ask you to voice your name. Please clearly say your name and your position description or grade level at the prompt.

Example: “Jane Smith, Advanced Math and Girl’s PE”, or “Sam Jones, third grade”

4. When you finish 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 need to change the recording, press 2 and re-record your name and position description the way you want and repeat this step again.
5. 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 Office Manager. For further information, please refer to your Employee Reference Card.
6. Congratulations, you are now registered!

Itinerant Schedule Employees: Please take a moment to record your itinerant schedules on SubFinder while you register. This will help to avoid confusion later when you report an absence. *(Itinerant –those who travel from site to site)*

PLEASE NOTE:

You must use a touch-tone phone to register on the SubFinder system.