

SubFinder won't consider you an active user until you first register (voice activate) over the phone! You must activate yourself with SubFinder prior to posting any absences (employees) or excepting any jobs (substitutes).

Registering (Voice Activating) with SubFinder

1. Call SubFinder at 1-866-279-5983.
2. SubFinder will identify itself and ask you to enter your PIN followed by the # key.

USERNAME = LAST NAME

PIN # = Last 4 numbers of your Social Security (employees) or district issued PIN (substitutes)

3. SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your first and last name and the grade you teach or your position **clearly**, 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 5 – To Review Personal Information. If any of the information is incorrect, contact your SubFinder Operator at:

Employees: lquinn@lcmschools.org or 415-927-6960, ext. 3201 or
Substitutes: ltarantino@lcmschools.org or 415-927-6960, ext. 3204

Logging into SubFinder

SubFinder can be accessed from your home or office computer, or any computer that has an Internet connection. Simply enter <https://larkspur.subfinderonline.com/> in your Internet browser address line, press **Enter** on the keyboard, and the SubFinder login screen will appear.

Enter your last name in the **User Name** field and your PIN in the **Password** field and click **Submit**.