

CONGRATULATIONS

YOU'RE A SUBSTITUTE



We're happy to have you on board to help serve Central Ohio school districts.

In order to be activated in our Frontline Education Management system and access your online account, you must complete the following items. Upon completion, you'll receive two emails: an activation notice and an email containing your log in ID and PIN.

- **Register and attend orientation.** *Waiver is available only for non-teaching subs and teachers who have retired from one of our member districts.*
- **Submit Form I-9 documents for verification.** *You will need to bring these with you to orientation.*
- **Complete and submit [online application](#) within 25 days via Applicant Tracking.**
- **Obtain appropriate ODE license or permit.** *Be sure to use **IRN 046938** on the application if you're applying for a short/long-term Substitute license or Educational Aide permit.*
- **Complete and submit e-Form.**
- **Confirm you have read the 2017-2018 ESC-COG Substitute Handbook and complete online Blood-Borne Pathogen training.**
- **Upload required items for e-Form:** *ODE license/permit, driver's license OR passport, social security card and BCI/FBI background check results.*

Please Keep In Mind

You are employed by the ESC-COG (Council of Governments). Vital employee information will come from us.

Most communications will be issued via email, so we appreciate your attention to your inbox.

Paystubs can be accessed via the [Employee Access Center](#).
These will not be emailed.

Download the ESC of Central Ohio app from the
Apple Store or Google Play Store



Questions? Email substitute@escoco.org.

Please include your legal name and the date of orientation you attended.