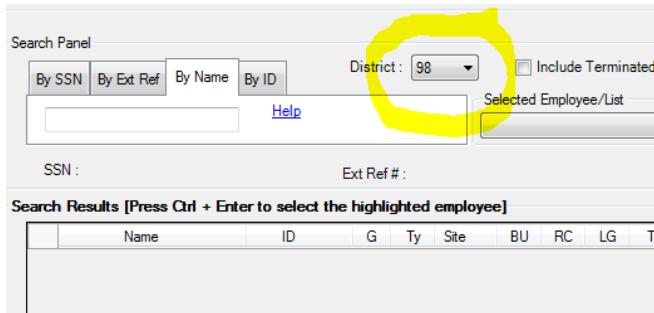


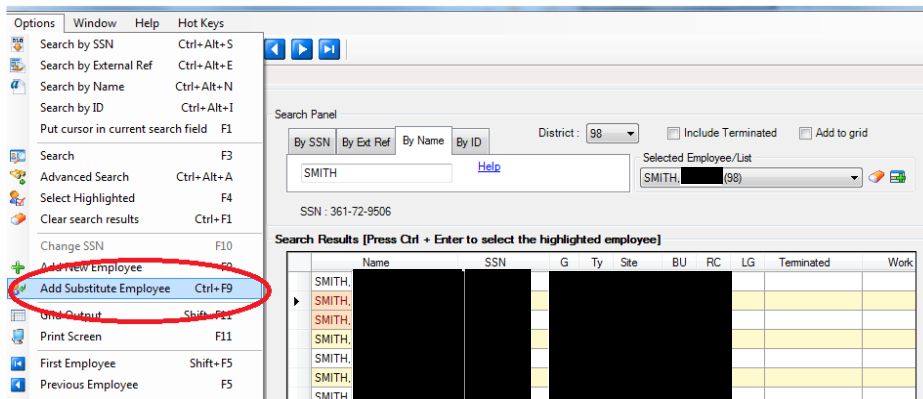
IMPORTING A SUBSTITUTE IN QCC

Note> You should check your settings to ensure that you have the proper authorization to access and import data from District 98. If you don't see that as an option, work with your DBO to request authorization from MCOE Support (Maggie Gallotti).

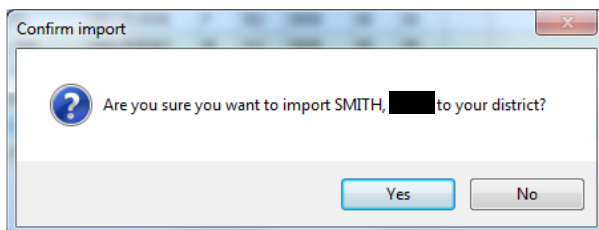
1. Select district 98.



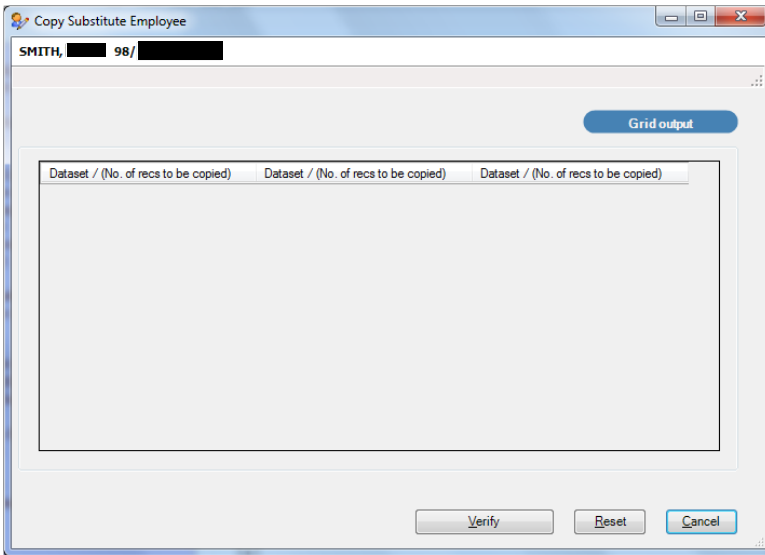
2. Search for the employee you are adding as an employee in your district.



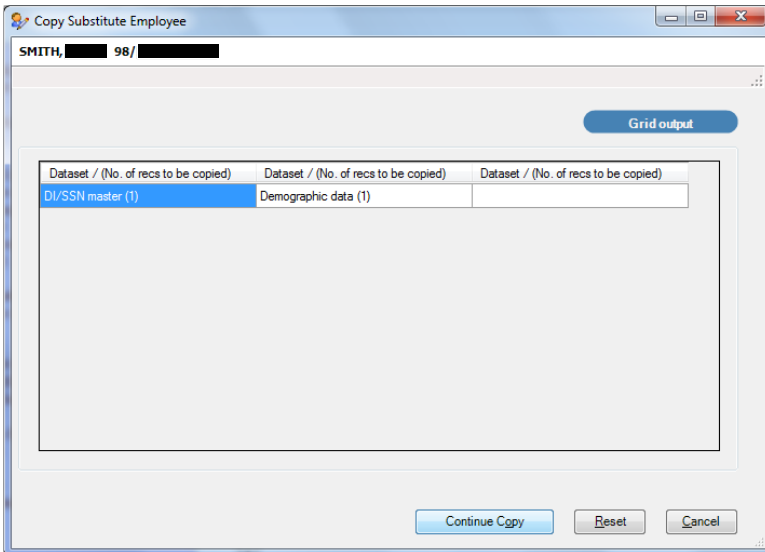
3. You will be asked if you want to import the substitute. Click on "Yes".



4. The verification screen will appear- click "Verify".



5. Ensure that the SI/SSN Master is set and click “Continue Copy”.



6. The substitute will be copied over and you will receive verification:

