

# Access Subfinder at Home

Go to [www.tacoma.k12.wa.us](http://www.tacoma.k12.wa.us)

In the lower right corner click on 'sign in'



Enter: tps-ad\username (not what is listed below – khumphr)

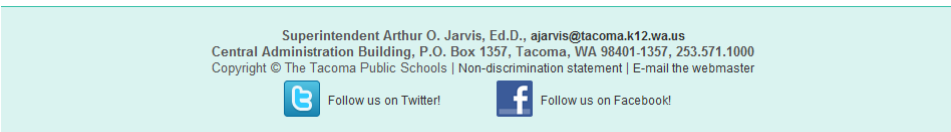
Enter your password

Click ok



Your password is the same as your network password given to you by Technology Services (call ext. 2378 if you are having trouble with your password).

Your login is successful if you see a menu below the footer.



Click on the Subfinder link from the home page

## For Staff

- › Benefits
- › eSIS
- › Lawson ESS
- › Lawson ESS Training
- › My E-mail
- › Professional Development
- › SubFinder
- › Go to Staff Page

# Access Subfinder at Home

Click on SubFinder

## Login

Starting Thursday, October 21<sup>st</sup>, all substitutes will be required to enter their network login and password to access SubFinder online. If you do not know your network login and password, call 253-571-1298 during normal business hours.



Having trouble logging in?  
Follow these instructions.

Log into Subfinder as usual:  
Enter your last name  
Enter your password  
See the jobs available

SubFinder - Windows Internet Explorer

https://www2.tacoma.k12.wa.us/webconnect/login/login.asp

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SubFinder

**subfinder**

**Welcome**

Last Name

Employee Number

Remember: your employee number begins with four zeros (ex. 000098989)

For log in problems or questions, please contact  
[Tacoma Public Schools Substitute Office, Human Resources](#) at  
(253.571.1260).