Important Subfinder Information  
Updated 7/12/10  

Subfinder Phone Number: 866-621-6350  

Initial Registration:  
You must have a touch-tone phone to access the Subfinder phone system.  
You must voice register yourself in order to access Subfinder Webconnect.  

Your User name will be your last name.  
Your User password will be your social security number without the dashes.  

Webconnect:  
Under the CASD website www.chambersburg.k12.pa.us  
Quick Links  
Staff  
Subfinder Webconnect  

Or  https://chambersburg.subfinderonline.com  

Subfinder's Calling Times:  
Morning Call Out: 5:30 am until 1:00 pm  
Evening Call Out: 5:30 pm until 9:30 pm  

Absence Reporting Deadline: 6:30am  
(All absences reported after the deadline must be reported to Mary Warner.)  

For Assistance, Please contact:  

Mary Warner  
717-261-3309  
Between the hours of 6:30 am and 2:30 pm  
Or email  
warnemar@chambersburg.k12.pa.us
SubFinder Registration – For Employees

1. Using a touch-tone phone, call SubFinder at (866) 621-6350.

2. SubFinder will identify itself and ask you to enter your PIN (Social Security Number without dashes) followed by the # key. Enter your PIN using the touch pad of your telephone.

3. Once you have entered your PIN and pressed the # key, SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your name 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 4 - To Review Personal Information. If any of the information is incorrect, contact your SubFinder Operator at 717-261-3309

5. Congratulations, you are now registered!

6. For further information, please contact your Subfinder Operator

Please Note: You must use a touch-tone phone to access the Sub Finder system.
SubFinder Registration - For Substitutes

1. Using a touch-tone phone, call SubFinder at (866) 621-6350.

2. SubFinder will identify itself and ask you to enter your PIN (Your Social Security Number without dashes) followed by the # key. Enter your PIN using the touch pad of your telephone.

3. Once you have entered your PIN and pressed the # key, SubFinder will acknowledge that this is the first time you have called and ask you to voice your name. Please say your name 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 the option To Review Personal Information. Pay particular attention to options 1 - To Review Your Phone Number and 3 - To Review the Days of the Week You are Available to Work. If any of your personal information is incorrect, contact your SubFinder Operator at 717-261-3309

5. Congratulations, you are now registered

6. For further information, please contact your Subfinder Operator at (717) 261-3309.

Please Note: You must use a touch-tone phone to, access the SubFinder system. And remember, Subfinder will not contact you for available jobs until you are registered!!!