

Teachers/Staff - via Office Managers

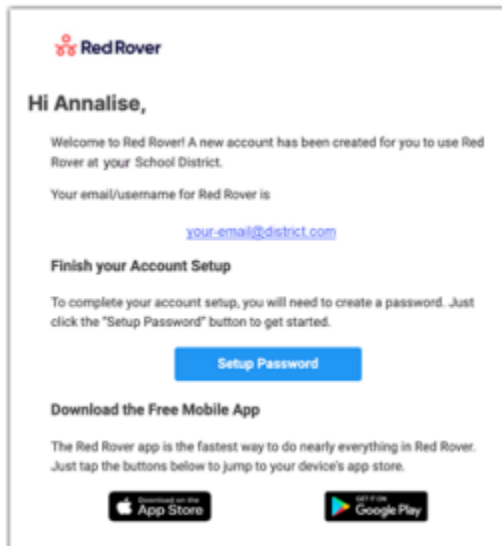
Subject Line: ANNOUNCEMENT: New substitute placement software at HDESD

Hello partner educators,

HDESD is excited to share that we are transitioning to a new substitute placement software platform in the coming school year. The new software, [Red Rover](#), is a one-stop shop that is more secure and user-friendly than our current 2-system process (Frontline Aesop for sub placement and TimeClock to clock hours).

We will officially go live with Red Rover on **August 21st**, at which time subs will be able to start accepting assignments.

In the coming days, you will receive an email from **Red Rover directly**. This email is your “account setup email”. **Do NOT ignore this email.** The email notification will look like this:



Next steps:

1. Once you receive the email, please click on the “Setup Password” button at the bottom of the email. In the browser window that opens, create and confirm a password of your choosing. Bookmark the URL app.redroverk12.com for easy access in the future.
2. Upon logging in, click on the blue banner post at the top titled “Red Rover Training”. Watch the **Basic Training Video** to get a high-level view of the system and how to use it.
3. Below the training video in Red Rover, complete the “To Do” list, and review the linked help articles. You can also check out the Red Rover Help Center to learn more about the system on your own.
4. Make sure to download the free Red Rover Mobile App for Android and iOS (Apple). Go to the Apple App Store or the Google Play Store from your smartphone, and search “Red Rover

K12” and download. Use the same login credentials you configured to access the app. Thank you so much in advance for your cooperation as we transition to this exciting new process. **We will be working alongside your office managers to support you with this transition. You will need to add any absences and booked substitutes already scheduled for the 23-24 school year into the Red Rover platform as our service with Frontline/Aesop is now discontinued. Please don't hesitate to get in touch with your office manager if you have any questions.**

If you have specific questions for our HDESD sub team members, here is our contact information:

Tiffany Whitehurst, tiffany.whitehurst@hdesd.org, Substitute Placement Specialist

- Supports subs, office managers, teachers and school staff daily with use of the sub placement and Red Rover software program

Ann Marie Anderson, annmarie.anderson@hdesd.org, Substitute + Recruitment Retention Specialist

- Recruits, onboards and trains new substitutes and develops professional development opportunities for all substitute employees

Kristen Johns, kristen.johns@hdesd.org, Human Resources Manager

- Oversees regional substitute placement program, manages school-requested exclusions of substitutes

Thank you so much in advance for your cooperation as we transition to this exciting new process.

Sincerely,

HDESD Substitute Team.