1. In your Internet browser, go to [http://sp.lcisd.org](http://sp.lcisd.org).
   A log in window will open.

2. Enter your district username and credentials.

3. Click the Log In button.
   The LCISD SharePoint page will open.

4. Click on the Tools menu option in the upper left of the screen.
   The Tools page will open.

5. Click on the “Long Term Sub Registration Form” link.
   Another authentication page will open.
6. Enter your district username and credentials.

7. Click the Log In button.  
   
   The Long Term Sub Registration Form page will open.

8. Fill out all the required fields. The Start and End Dates should be the specific beginning and end for the long term sub position. Access to all systems will end after the end date entered.

9. Click the “Submit” button.  
   
   After clicking the submit button, you will be taken to the confirmation page. The confirmation page also has a link to the Electronic Communications signature page that needs to be filled out and emailed to Human Resources.