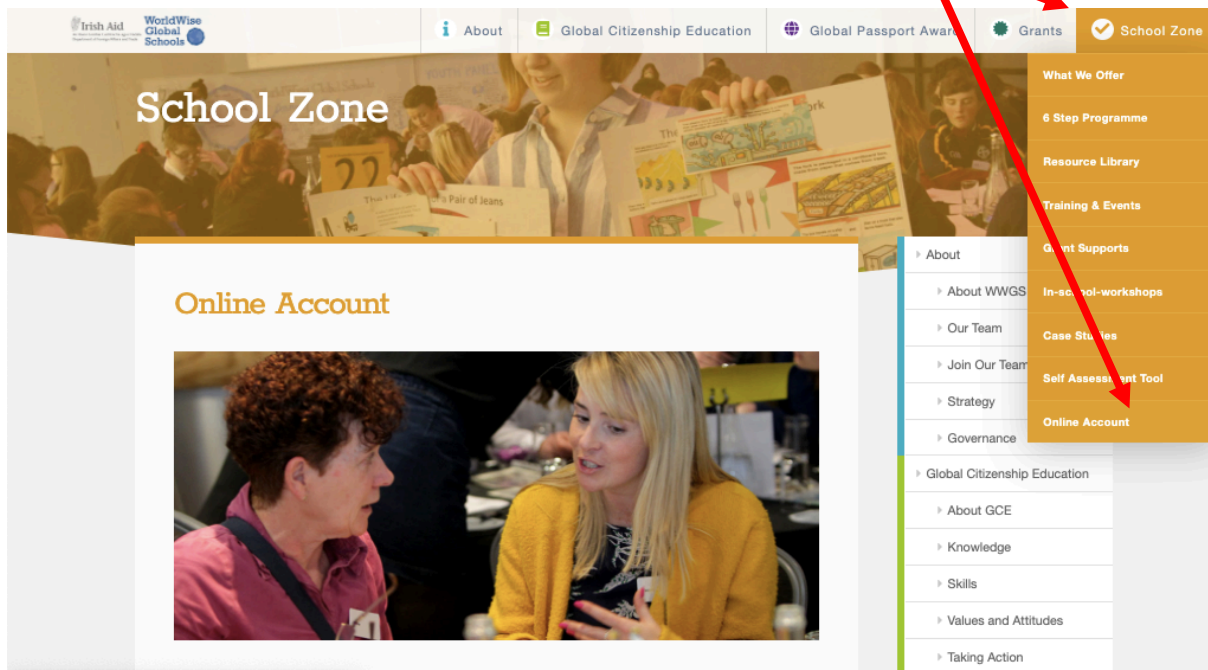


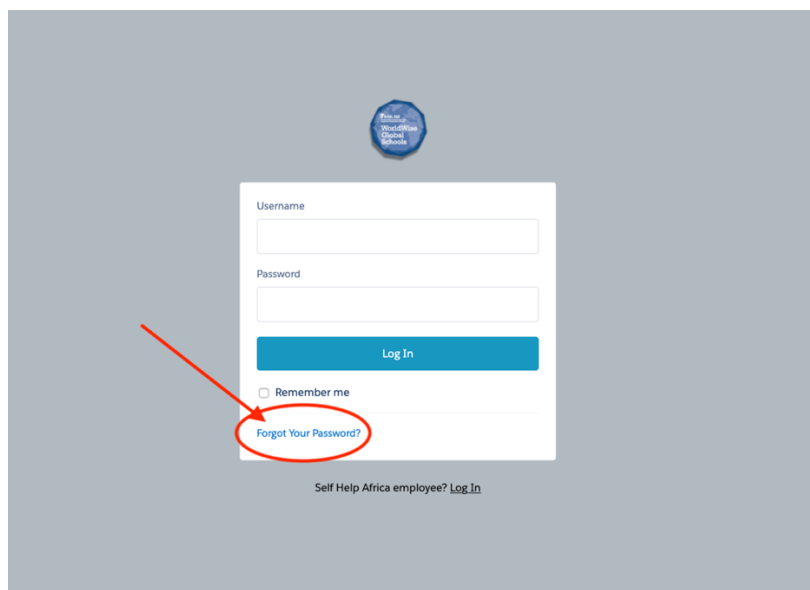
Claiming Substitution

If you are a teacher with an online account, claim your substitution through the school zone on the WWGS website (instructions below). If you are not the lead teacher and cannot access the log-in details from the lead teacher, or are claiming on behalf of a teacher i.e. school secretary, please go to the following link to set up an account: <https://www.worldwiseschools.ie/online-account-setup/>

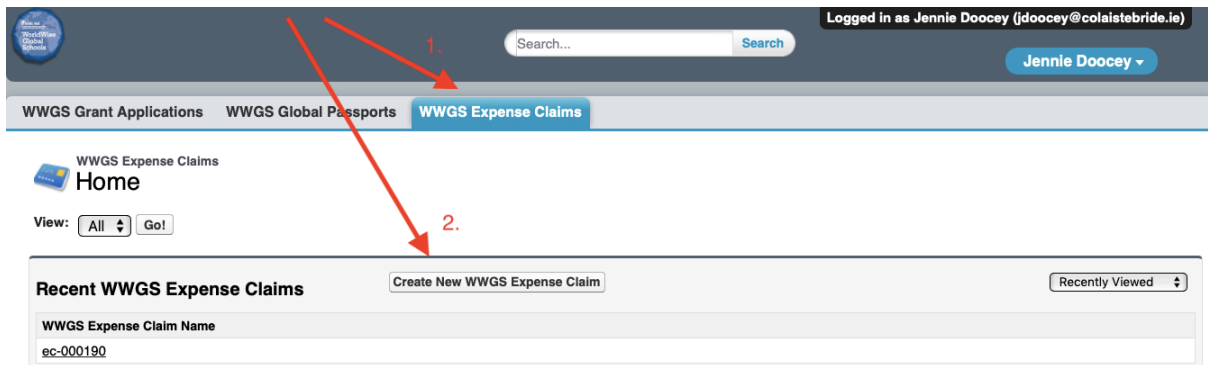
1. Access your online account through the www.worldwiseschools.ie website. Go to the **School Zone** tab and click on the 'Online Account' drop-down.



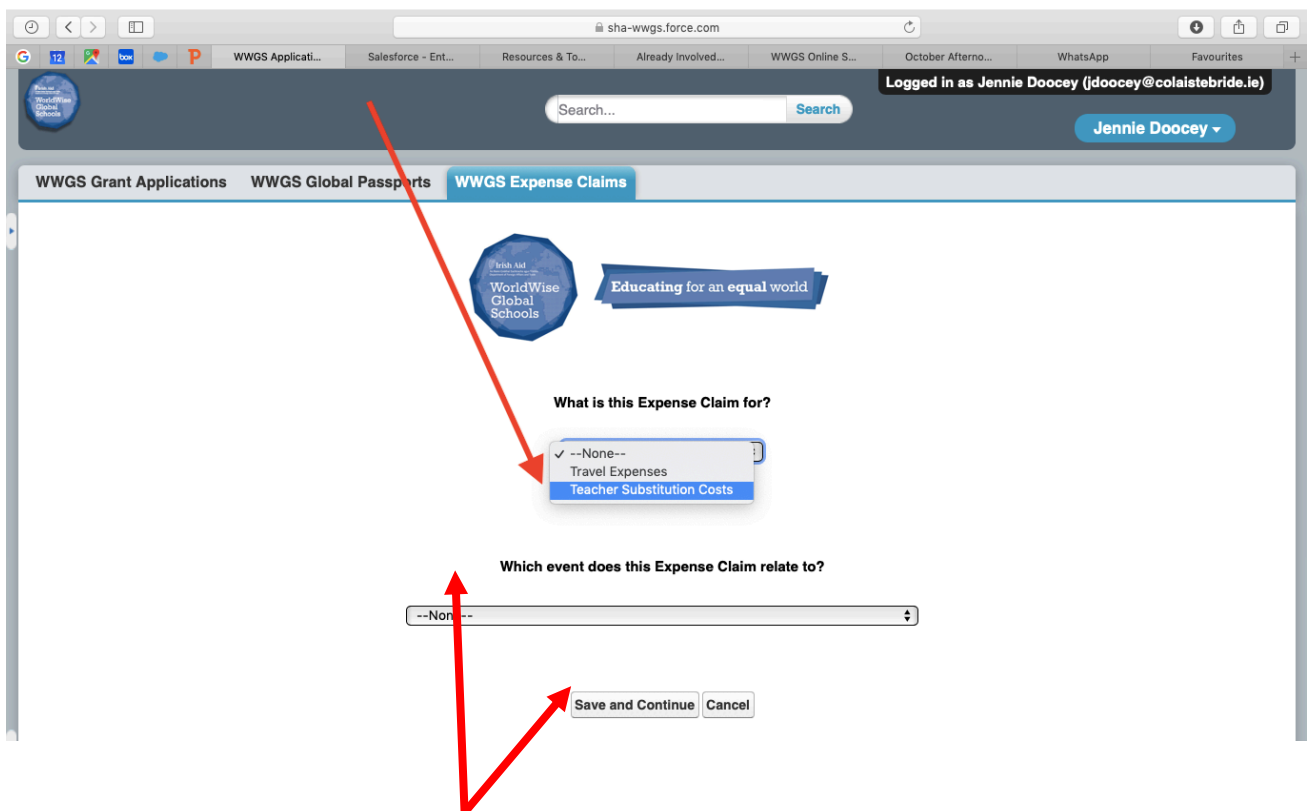
2. This will bring you to the **log-in** page. If you have forgotten your password you can reset it by clicking on the 'forgot your password?' button at the bottom:



3. Go to the 'WWGS Expense claims tab'
4. Click on 'Create New WWGS Expense Claim'

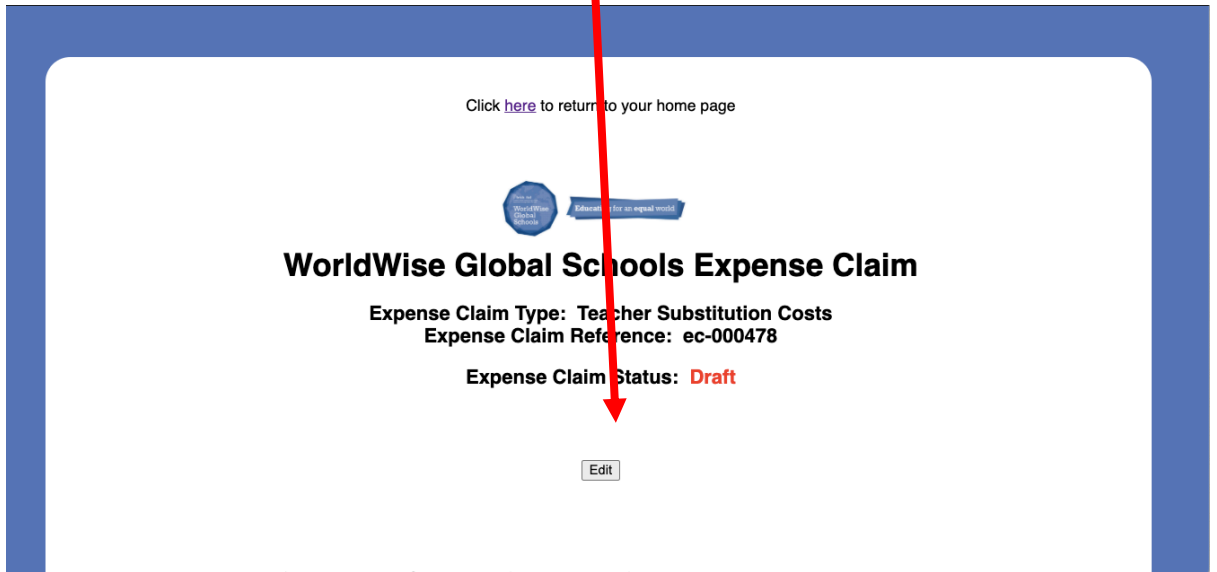


5. Click on the menu below "what is the expense claim for". And click on the "teacher substitution Cover" button.



6. Click on the drop-down menu to identify the training you attended and click that. Click 'Save and continue' to move on to completing the form

7. Once into the form, ensure you click edit



8. Fill in the rest of the form details including:

- a. Name of substitute teacher(s)
- b. Hours and minutes covered

9. Ensure you complete 'expense claim submission' part at the end before saving.

Expense Claim Submission

By ticking the box on the right, I confirm that this Expense Claim has been authorised by my school principal:	<input type="checkbox"/>
Full Name of Person Submitting This Claim	
Your Position	
Transfer Narrative/Reference (You may enter an optional narrative for the bank transfer - it can be a maximum of 18 characters long)	
Email Address (the remittance will be sent to this address)	
I agree to the collection and use of the data above in the processing of this expense claim:	<input type="checkbox"/>
Submit Application (Tick the box on the right and click Save to submit this Expense Claim. It will not be possible to edit the Expense Claim after this is done.)	<input type="checkbox"/>

Please note, WWGS will have your schools bank account details on file if you have completed and returned these as part of the contracting process. If this has not been done, please contact your principal to complete this.