

# *How to* Access Substitute Resources

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NEW MEXICO

**Early Childhood**

Education & Care Department

# What is Support Teachers and Families (STAF)?

- In response to staffing shortages caused by the COVID-19 pandemic, the State of New Mexico is mobilizing all its resources to ensure that students can continue to attend public schools, community and school-based PreK, and child care.
- Governor Michelle Lujan Grisham has launched the **Support Teachers and Families (STAF)** initiative, an innovative new program that provides critical support for New Mexico's schools and child care facilities. The initiative encourages state workers, National Guard members, and community members to become licensed as substitute pre-K-12 teachers and/or child care workers and work where they are needed to keep doors open for in-person learning and child care in the coming weeks.

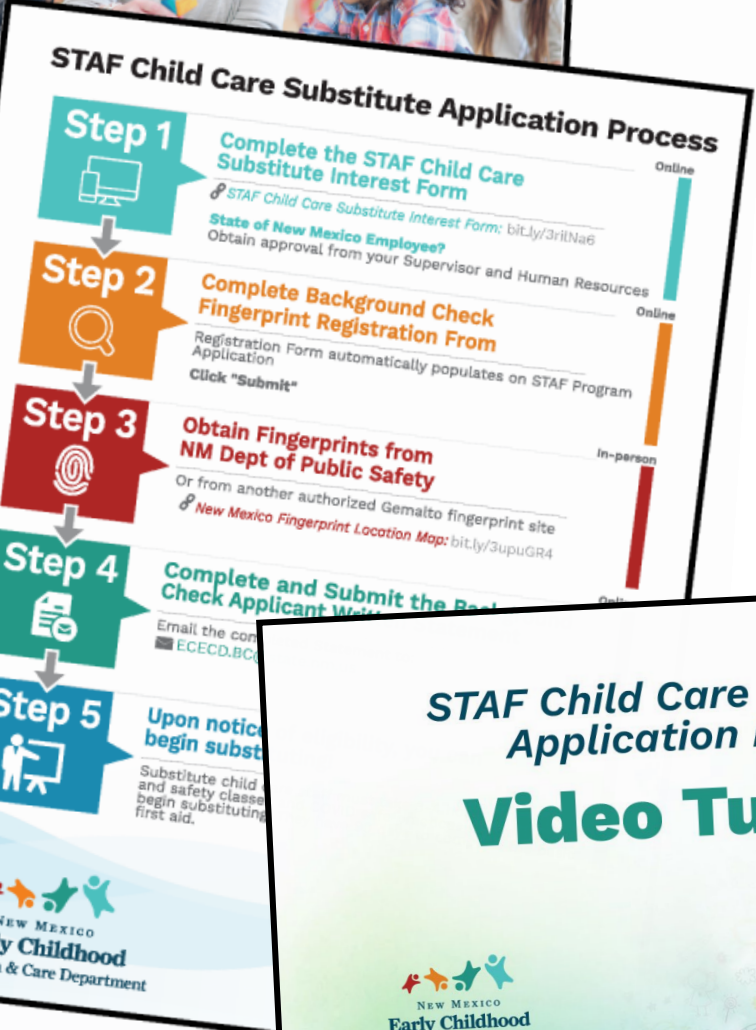


# Learn more about Substitute Child Care Qualifications and the Application Process at [www.nmececd.org](http://www.nmececd.org)



**Support and Fair**  
**Temporary Substitute Teachers in Schools and Child Care**  
Governor Michelle Lujan Grisham announced an innovative new program for New Mexico's schools and child care centers. The initiative empowers substitute teachers and child care workers in the state where they are currently working to learn in the classroom and child care settings.

**How to Apply**  
Individuals interested in applying for a substitute child care position should visit <https://staf.pc>



## STAF Child Care Substitute Application Process

# Video Tutorial

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# Accessing Substitute Resources

## Step 1

- Navigate to ECECD website. View pages:
  - ◆ [www.nmeccd.org/covid-19/](http://www.nmeccd.org/covid-19/)
  - ◆ or [nmeccd.org/2022/01/19/staf](http://nmeccd.org/2022/01/19/staf)
- Locate box titled ‘**Accessing Substitute Resources (for providers)**’
- Click on “Substitute Resources” Button

### Accessing Substitute Resources (for providers)

- Click the button below to login in to the Rapid Response Intake Portal
- Click **Facilities Tab** and Use Your EPICS ID to Find Your Facility
- Click on **STAF Tab**. Providers will call substitutes in your area and make arrangements

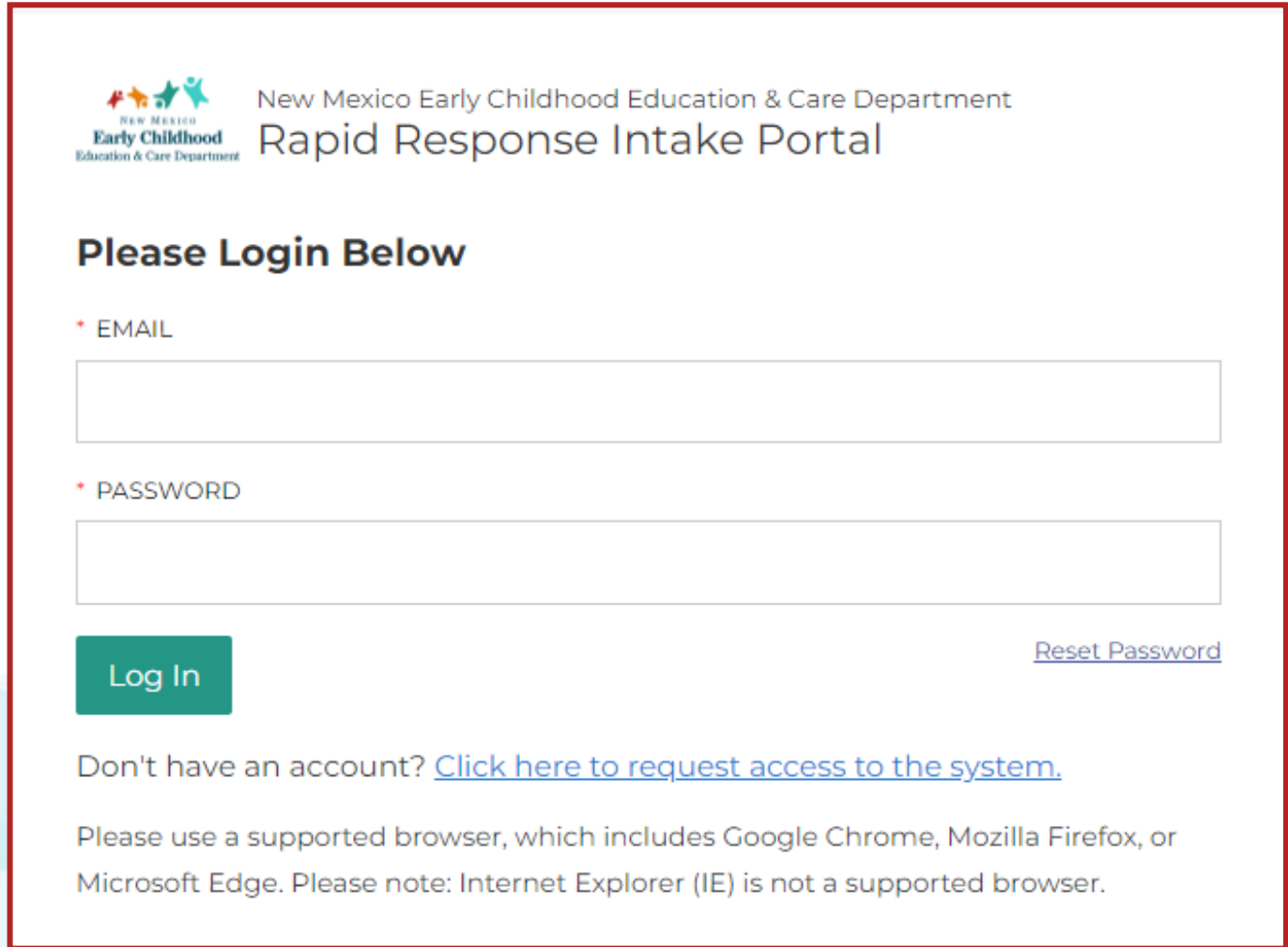
*A step-by-step guide to accessing substitute information.*

Substitute Resources


# Accessing Substitute Resources

## Step 2

- Login to Application



The screenshot shows the login page for the New Mexico Early Childhood Education & Care Department's Rapid Response Intake Portal. At the top left is the department's logo, which includes a stylized figure of a person and the text "NEW MEXICO Early Childhood Education & Care Department". To the right of the logo, the text reads "New Mexico Early Childhood Education & Care Department" and "Rapid Response Intake Portal". Below this, the instruction "Please Login Below" is displayed. There are two input fields: one for "EMAIL" and one for "PASSWORD", both marked with a red asterisk. A green "Log In" button is positioned below the password field. To the right of the button is a blue link for "Reset Password". At the bottom, there is a blue link for "Click here to request access to the system." and a note about supported browsers: "Please use a supported browser, which includes Google Chrome, Mozilla Firefox, or Microsoft Edge. Please note: Internet Explorer (IE) is not a supported browser."

 New Mexico Early Childhood Education & Care Department  
Rapid Response Intake Portal

**Please Login Below**

\* EMAIL

\* PASSWORD

[Reset Password](#)

**Log In**

Don't have an account? [Click here to request access to the system.](#)

Please use a supported browser, which includes Google Chrome, Mozilla Firefox, or Microsoft Edge. Please note: Internet Explorer (IE) is not a supported browser.

# Accessing Substitute Resources

## Step 3

- Click on **STAF Tab**
- A list of substitutes is displayed on the **STAF Tab**

New Mexico Early Childhood Education & Care Department  
Rapid Response Intake Portal

ABQ Children's Academy

Reports Program Details Users **STAF**

NAME	PHONE	EMAIL	CITIES
John Q Public	505-999-1234	<a href="mailto:johnq@wmail.com">johnq@wmail.com</a>	Santa Fe
Jane A Smith	575-222-9999	<a href="mailto:janes@wmail.com">janes@wmail.com</a>	Albuquerque, Bernalillo
Mary B Jones	505-999-4321	<a href="mailto:Maryb@wmail.com">Maryb@wmail.com</a>	Rio Ranch

- **Last Step:** You will call substitutes in your area and make arrangements

# Accessing Substitute Resources *Recap*

## Step 1

Click on “Substitute Resources” Button

### Accessing Substitute Resources (for providers)

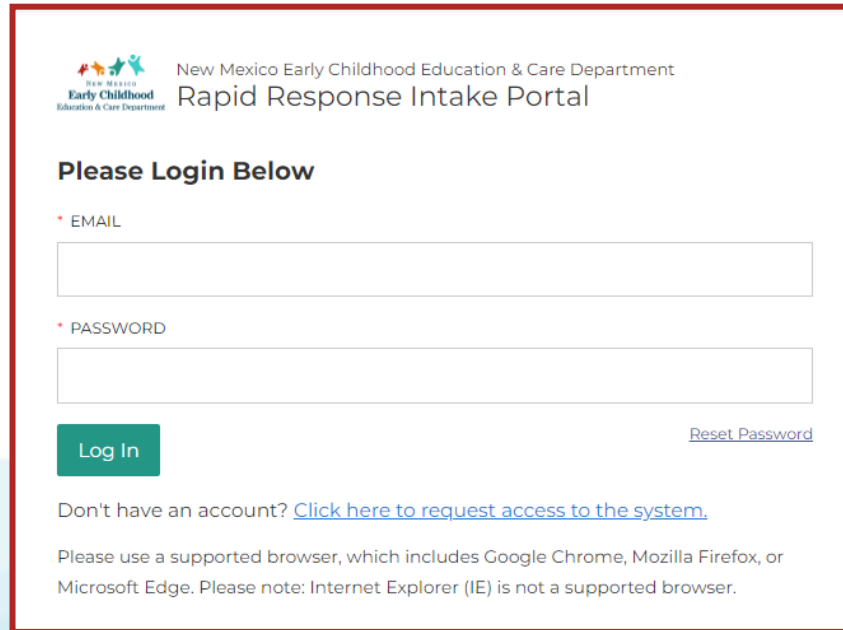
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***A step-by-step guide to accessing substitute information.***

Substitute Resources

## Step 2

Login to Application



New Mexico Early Childhood Education & Care Department  
Rapid Response Intake Portal

Please Login Below

• EMAIL

• PASSWORD

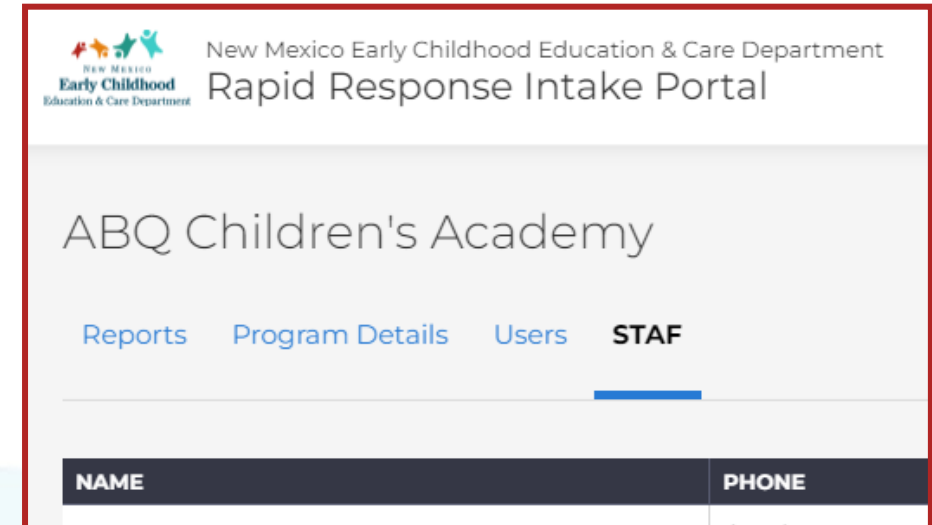
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## Step 3

STAF Tab / Contact Substitutes



New Mexico Early Childhood Education & Care Department  
Rapid Response Intake Portal

ABQ Children's Academy

[Reports](#) [Program Details](#) [Users](#) **[STAF](#)**

NAME	PHONE
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# Questions?



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